PRIVATE VOCATIONAL SCHOOLS DIRECTORY

FOR FURTHER INFORMATION REGARDING THIS DIRECTORY, PLEASE CONTACT:

PRIVATE VOCATIONAL SCHOOLS ADMINISTRATION
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ALBERTA ADVANCED EDUCATION
6TH FLOOR, DEVONIAN BUILDING, EAST TOWER
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DIRECTORY

ALPHABETICAL SCHOOL DIRECTORY INFORMATION

CONTENTS OF THE INSIDE POCKET OF THE COVERLEAF:

1. PRIVATE VOCATIONAL SCHOOLS ACT
2. PRIVATE VOCATIONAL SCHOOLS REGULATION

INTRODUCTION

THIS DIRECTORY IS AN ALPHABETICAL LISTING OF ALL THE PRIVATE VOCATIONAL SCHOOLS LICENSED TO OPERATE IN ALBERTA.

IT IS INTENDED AS A MEANS OF IDENTIFYING LICENSED PRIVATE VOCATIONAL SCHOOLS AND ALSO OF PROVIDING CAREER COUNSELORS, SPONSORING AGENCIES, AND POTENTIAL STUDENTS WITH BRIEF DETAILS OF THE PROGRAMS OFFERED BY PRIVATE VOCATIONAL SCHOOLS.

A PRIVATE VOCATIONAL SCHOOL IS CONSIDERED TO BE A FACILITY OWNED BY A PRIVATE ORGANIZATION OFFERING VOCATIONAL COURSES TO THE PUBLIC FOR A FEE. THESE SCHOOLS PROVIDE EDUCATIONAL PROGRAMS WHICH ARE DESIGNED TO BE DIRECTLY USEFUL IN OBTAINING AND HOLDING EMPLOYMENT IN INDUSTRY.

PLEASE NOTE THAT LICENSING OF A PRIVATE VOCATIONAL SCHOOL IS NOT A RECOMMENDATION OR AN ENDORSEMENT BY THE DEPARTMENT OF ADVANCED EDUCATION BUT IS AN INDICATION THAT THE SCHOOL HAS MET ALL STATUTORY REQUIREMENTS FOR LICENSING AS REQUIRED UNDER THE PRIVATE VOCATIONAL SCHOOLS ACT.

WHILE EVERY EFFORT IS MADE TO KEEP THIS DIRECTORY UP-TO-DATE, IT MAY NOT REFLECT MOST RECENT CHANGES. IN VIEW OF ITS DIVERSITY AND THE FREQUENCY OF CHANGES IN PROGRAMS, COSTS, ADDRESSES, ENROLLMENT CAPACITIES, ETC., ENQUIRIES FOR SPECIFIC DETAILS OR ADDITIONAL INFORMATION SHOULD BE DIRECTED TO THE SCHOOLS.

QUESTIONS REGARDING THIS DIRECTORY MAY BE DIRECTED TO PRIVATE VOCATIONAL SCHOOLS ADMINISTRATION AT 427-5609.

ADMISSIONS/ENTRANCE REQUIREMENTS

MOST SCHOOLS ALLOW ADMISSION INTO PROGRAMS AT VARIOUS INTERVALS DEPENDING ON A NUMBER OF FACTORS. FOR THIS REASON, STUDENTS SHOULD CONTACT THE SCHOOL TO DETERMINE THE NEXT INTAKE DATE FOR THE DESIRED PROGRAM.

STUDENTS ARE ENCOURAGED TO BE PREPARED FOR ADMISSION AS THE INTAKE DATE FOR THE PROGRAM COULD BE IMMEDIATE. THE STUDENT MUST PROVIDE TRANSCRIPTS AND COPIES OF ALL DOCUMENTS RELATING TO PREVIOUS EDUCATION AND EXPERIENCE WHEN APPLYING TO A SCHOOL.

IN MOST SCHOOLS, A STUDENT MAY APPLY FOR A PROGRAM UNDER ONE OF TWO CATEGORIES OF ADMISSION: STANDARD ADMISSION OR MATURE ADMISSION. THE NUMBER OF STUDENTS ENROLLED UNDER MATURE ADMISSION IS NORMALLY RESTRICTED TO 30% IN EACH CLASS.

PREREQUISITES VARY DEPENDING ON THE TYPE OF PROGRAM. ALL ADMISSION REQUIREMENTS AND PREREQUISITES ARE APPROVED BY ALBERTA ADVANCED EDUCATION. STUDENTS ARE ADVISED TO CALL THE SCHOOL FOR FURTHER DETAIL ON ADMISSIONS.

THE FOLLOWING PROGRAMS/SCHOOLS HAVE STANDARDIZED ADMISSION REQUIREMENTS:

1. AVALANCHE SAFETY TRAINING
2. BEAUTICIAN/BARBER
3. BUSINESS RELATED TRAINING
4. COMPUTER RELATED TRAINING
5. ESTHETICS TRAINING
6. FASHION MERCHANDISING
7. MAKE-UP ARTISTRY
8. MASSAGE TRAINING
9. PROFESSIONAL MODELLING
10. TRAVEL RELATED TRAINING

THE STANDARDS FOR EACH OF THESE PROGRAMS ARE OUTLINED IN THE NEXT FEW PAGES.

AVALANCHE SAFETY TRAINING - LEVEL I

STANDARD ADMISSION

STUDENTS MUST MEET THE FOLLOWING CRITERIA:

1. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OF BETTER IN GRADE 10 ENGLISH AND GRADE 10 MATH, OR NON-ALBERTA EQUIVALENT.
2. INTERMEDIATE SKIER AND BASIC SKI TOURING EXPERIENCE.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR ONE YEAR.
2. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.
3. INTERMEDIATE SKIER AND BASIC SKI TOURING EXPERIENCE.

THE NUMBER OF STUDENTS ENROLLED UNDER MATURE ADMISSION IS RESTRICTED TO 30% IN EACH CLASS.

AVALANCHE SAFETY TRAINING - LEVEL 2

MINIMUM

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. LEVEL I COURSE OF AVALANCHE TRAINING.
2. ADVANCED SKIING ABILITY.
3. AFTER COMPLETION OF A LEVEL I COURSE, 100 DAYS OF FIELD EXPERIENCE, MAKING OBSERVATIONS OF WEATHER, SNOWPACK, AND AVALANCHE OCCURRENCES.

APPLICANTS MUST SUBMIT A RESUME OF THEIR RELEVANT ACTIVITIES WITH LOCATIONS, DATES, AND REFERENCES. THE RESUME MUST BE CONFIRMED BY A PRACTICING GRADUATE OF A LEVEL 2 COURSE.

BEAUTICIAN/BARBER TRAINING

STANDARD ADMISSION

1. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 10 ENGLISH AND GRADE 10 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR TWO YEARS.

2. SUCCESSFUL COMPLETION OF AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

BUSINESS RELATED TRAINING PROGRAMS

STANDARD ADMISSION

STUDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

1. ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN ENGLISH 30 OR 33, OR NON-ALBERTA EQUIVALENT.

2. SUCCESSFUL COMPLETION OF THE GENERAL EQUIVALENCY DIPLOMA (G.E.D.) WITH A STANDARD SCORE OF 55 OR BETTER IN ENGLISH.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. EIGHTEEN YEARS OF AGE.

2. OUT OF SCHOOL FOR ONE YEAR.

3. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

4. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN ENGLISH 30 OR 13, OR NON-ALBERTA EQUIVALENT.

COMPUTER RELATED TRAINING PROGRAMS

STANDARD ADMISSION

STUDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA.

1. ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 12 ENGLISH AND MATHEMATICS 10 OR ANY GRADE 11 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

2. SUCCESSFUL COMPLETION OF THE GENERAL EQUIVALENCY DIPLOMA (G.E.D.) WITH A STANDARD SCORE OF 55 OR BETTER IN ENGLISH AND MATHEMATICS.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR ONE YEAR.

2. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

3. FIFTY CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 10 ENGLISH AND MATHEMATICS 10 OR ANY GRADE 11 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

ESTHETICS TRAINING

STANDARD ADMISSION

1. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 10 ENGLISH AND GRADE 10 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

MATURE ADMISSION

STUDENTS WHO DO NOT MEET THE ABOVE STANDARDS MAY BE ADMITTED IF THEY MEET THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR ONE YEAR.

2. SUCCESSFUL COMPLETION OF ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

FASHION MERCHANDISING PROGRAMS

STANDARD ADMISSION

STUDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

1. ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN ENGLISH 30 OR 33 AND GRADE 10 MATHEMATICS OR NON-ALBERTA EQUIVALENT.

2. SUCCESSFUL COMPLETION OF THE GENERAL EQUIVALENCY DIPLOMA (G.E.D.) WITH A STANDARD SCORE OF 55 OR BETTER IN BOTH ENGLISH AND MATHEMATICS.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR ONE YEAR.

2. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

3. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 10 ENGLISH AND GRADE 10 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

MAKE-UP ARTISTRY PROGRAMS

STANDARD ADMISSION

1. STUDENTS MUST HAVE SIXTY-SIX (66) CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 11 ENGLISH, OR NON-ALBERTA EQUIVALENT.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR ONE YEAR.

2. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

MASSAGE TRAINING

STANDARD ADMISSION

1. HIGH SCHOOL DIPLOMA.
2. 18 YEARS OF AGE.
3. SUCCESSFUL GRADUATION FROM CERTIFIED COURSES IN FIRST AID AND CARDIO-PULMONARY RESUSCITATION AS APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS, AND WHICH MAY BE TAKEN AT THE SAME TIME AS THE MASSAGE PROGRAM.

MATURE ADMISSION

1. GENERAL EQUIVALENCY DIPLOMA (G.E.D.) TEST PROGRAM CERTIFICATE AND 21 YEARS OF AGE.

   OR

   SUCCESSFUL COMPLETION OF A BASIC RELAXATION MASSAGE COURSE EQUIVALENT TO THAT OFFERED AT A PROVINCIALLY ACCREDITED COLLEGE OR TECHNICAL INSTITUTE.

2. SUCCESSFUL GRADUATION FROM CERTIFIED COURSES IN FIRST AID AND CARDIO-PULMONARY RESUSCITATION AS APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS, AND WHICH MAY BE TAKEN AT THE SAME TIME AS THE MASSAGE PROGRAM.

NOTES:

THE FIRST AID AND CARDIO-PULMONARY RESUSCITATION COURSES ARE TO BE OFFERED INDEPENDENTLY OF THE LICENSED MASSAGE PROGRAM BY A LIFESAVING AGENCY RECOGNIZED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS, SUCH AS ST. JOHN'S AMBULANCE, THE CANADIAN RED CROSS, OR THE ROYAL LIFESAVING SOCIETY. LICENSED SCHOOLS OF MASSAGE MUST NOT BE INVOLVED IN THE ADMINISTRATION OR DELIVERY OF THESE LIFESAVING COURSES IN ANY MANNER WITH THE EXCEPTION OF THE OPTION TO OFFER CLASSROOM.

PROFESSIONAL MODELLING

STANDARD ADMISSION

STUDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

1. ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN ENGLISH 30 OR 33, OR NON-ALBERTA EQUIVALENT.

2. SUCCESSFUL COMPLETION OF THE GENERAL EQUIVALENCY DIPLOMA (G.E.D.) WITH A STANDARD SCORE OF 55 OR BETTER IN ENGLISH.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL AT LEAST ONE YEAR.

2. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS. ONE SUCH APPROVED TEST IS THE C.A.T. LEVEL 19, VOCABULARY AND COMPREHENSION SECTIONS, MINIMUM 36 OUT OF 70.

3. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OF BETTER IN ENGLISH 10 OR 13, OR NON-ALBERTA EQUIVALENT.

TRAVEL RELATED TRAINING PROGRAMS

STANDARD ADMISSION

STUDENTS MUST MEET ONE OF THE FOLLOWING CRITERIA:

1. ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 12 ENGLISH AND MATHEMATICS 10 OR ANY GRADE 11 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

2. SUCCESSFUL COMPLETION OF THE GENERAL EQUIVALENCY DIPLOMA (G.E.D.) WITH A STANDARD SCORE OF 55 OR BETTER IN BOTH ENGLISH AND MATHEMATICS.

MATURE ADMISSION

STUDENTS MUST MEET ALL OF THE FOLLOWING CRITERIA:

1. OUT OF SCHOOL FOR ONE YEAR.

2. SUCCESSFUL TEST RESULT ON AN APTITUDE TEST CHOSEN BY THE SCHOOL AND APPROVED BY THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS.

3. THIRTY-THREE CREDITS TOWARD AN ALBERTA HIGH SCHOOL DIPLOMA WITH 50% OR BETTER IN GRADE 10 ENGLISH AND MATHEMATICS 10, 13 OR ANY GRADE 11 MATHEMATICS, OR NON-ALBERTA EQUIVALENT.

ADDENDUM TO ADMISSION REQUIREMENTS

1. NO MORE THAN 30% OF ANY CLASS IS TO BE MADE UP OF STUDENTS ADMITTED ON THE BASIS OF MATURE STUDENT STATUS.

2. NO STUDENT SHALL BE ADMITTED UNTIL ALL DOCUMENTATION, INCLUDING OFFICIAL TRANSCRIPTS, IS ON FILE WITH THE SCHOOL. SCHOOLS MAY NOT ACCEPT ANY FUNDS OTHER THAN THE REGISTRATION FEE BEFORE A STUDENT IS ADMITTED.

3. ALL STUDENTS UNDER THE AGE OF 18 MUST PROVIDE A LETTER OF PARENTAL CONSENT.

4. SCHOOLS WILL SUBMIT A CLASS LIST WITHIN 30 DAYS OF EACH NEW SESSION TO THE DIRECTOR, PRIVATE VOCATIONAL SCHOOLS. THE LIST WILL SHOW THE STUDENT'S NAME, TELEPHONE NUMBER, START DATE, AND COURSE ENROLLED IN.

5. SCHOOLS WILL BE RESPONSIBLE FOR ENSURING THAT STUDENTS WHOSE EDUCATION WAS IN A LANGUAGE OTHER THAN ENGLISH POSSESS SUFFICIENT SKILLS IN WRITTEN AND SPOKEN ENGLISH TO BENEFIT FROM THE INSTRUCTION GIVEN, (E.G. ABLE TO UNDERSTAND VERBAL INSTRUCTION, ASK QUESTIONS, WRITE EXAMS, ETC.)

6. APTITUDE TEST IS MANDATORY FOR MATURE STUDENTS BUT IS ENCOURAGED FOR ALL.

7. FOR EVERY STUDENT WHO APPLIES TO ANY GOVERNMENT AGENCY FOR FINANCIAL ASSISTANCE IN MEETING EDUCATIONAL EXPENSES IN A LICENSED PRIVATE VOCATIONAL SCHOOL, A STATEMENT FROM THE SCHOOL WILL ACCOMPANY THE APPLICATION. SUCH STATEMENT WILL CERTIFY THAT THE STUDENT HAS MET THE ADMISSION REQUIREMENTS ESTABLISHED BY ALBERTA ADVANCED EDUCATION AND THAT ALL REQUIRED DOCUMENTATION TO SUPPORT THE ADMISSION IS ON FILE WITH THE SCHOOL.

8. THESE ARE MINIMUM STANDARDS AND IN NO WAY PREVENT A SCHOOL FROM SETTING MORE STRINGENT STANDARDS THAT ARE APPROPRIATE TO THEIR PROGRAM.

REFUNDS

THE REGULATIONS UNDER THE PRIVATE VOCATIONAL SCHOOLS ACT STIPULATE THE CONDITIONS FOR RETENTION AND REPAYMENT OF TUITION FEES. ALBERTA REGULATION 110/80 SETS OUT THE MEASURE OF REFUND AVAILABLE BUT SCHOOLS MAY ELECT TO USE MORE LIBERAL MEASURES FOR THE BENEFIT OF THE STUDENT. STUDENTS ARE ADVISED TO CONSULT WITH THE MANAGEMENT OF THE SCHOOL TO ARRANGE A SUITABLE REFUND. THE WRITTEN CONTRACT A STUDENT SIGNS AND ALBERTA REGULATION 110/80 SECTIONS 8-14 ARE THE BASIS UPON WHICH DISPUTES ARE ADDRESSED. SECTIONS 8-14 ARE INCLUDED WITH EVERY CONTRACT. STUDENTS ARE URGED TO READ THESE SECTIONS CAREFULLY BEFORE CONSULTING WITH THE SCHOOL TO REQUEST REFUNDS. ALSO, STUDENTS REQUESTING A REFUND OF TUITION FEES SHOULD BE AWARE OF THE FOLLOWING:

1. THE SCHOOL REQUIRES WRITTEN NOTICE OF TERMINATION OR WITHDRAWAL.
2. THE SCHOOL MAY RETAIN THE LESSER OF 10% OF TUITION OR $75 AS A NON-REFUNDABLE REGISTRATION FEE.
3. BOTH STUDENT AND SCHOOL WILL RECOGNIZE THAT REFUNDS WILL BE APPLIED IN ACCORDANCE WITH ALBERTA REGULATION 110/80, SECTIONS 8-14.

FINANCIAL ASSISTANCE FOR STUDENTS

STUDENTS ADMITTED TO LICENSED PRIVATE VOCATIONAL SCHOOLS MAY APPLY TO THE ALBERTA STUDENTS FINANCE BOARD FOR FINANCIAL ASSISTANCE IN MEETING TUITION AND LIVING COSTS WHILE THEY ARE IN ATTENDANCE AT PRIVATE VOCATIONAL SCHOOLS. AWARDS ARE MADE ON THE BASIS OF DEMONSTRATED NEED. A STUDENT WISHING TO APPLY FOR ASSISTANCE SHOULD CONTACT THE STUDENTS FINANCE BOARD DIRECTLY BEFORE ENROLLING AND ENSURE THAT HE OR SHE IS FULLY AWARE OF THE TYPES AND AMOUNTS OF ASSISTANCE FOR WHICH HE OR SHE MAY APPLY AND THE RESPONSIBILITIES THAT ACCOMPANY THE ACCEPTANCE OF ASSISTANCE.

FOR MORE INFORMATION ON FINANCIAL ASSISTANCE, PLEASE CONTACT:

STUDENTS FINANCE BOARD
ALBERTA ADVANCED EDUCATION
10TH FLOOR BAKER CENTRE
10025 - 106 STREET
EDMONTON, ALBERTA
T5J 1G4

TELEPHONE: (403) 427-2740

STUDENTS FINANCE BOARD
ALBERTA ADVANCED EDUCATION
401 CENTURY PARK PLACE
855 - 8TH AVENUE, SW
CALGARY, ALBERTA
T2P 3P1

(403) 297-6100

SPONSORSHIP

FROM TIME TO TIME, AGENCIES OF THE FEDERAL AND PROVINCIAL GOVERNMENTS PURCHASE TRAINING PLACES OR SUPPORT INDIVIDUALS IN LICENSED PRIVATE VOCATIONAL SCHOOLS. ELIGIBILITY FOR ASSISTANCE VARIES FROM AGENCY TO AGENCY. STUDENTS SEEKING SPONSORSHIP FROM A GOVERNMENT AGENCY SHOULD CONTACT THAT AGENCY TO DETERMINE THEIR ELIGIBILITY FOR ANY SPONSORSHIP THAT MAY BE AVAILABLE. IN SOME CASES, AGENCIES WILL WORK DIRECTLY WITH LICENSED SCHOOLS WHO WILL REFER PROSPECTIVE STUDENTS TO THE SPECIFIC AGENCY IN ORDER TO DETERMINE ELIGIBILITY FOR SUPPORT.

GRADUATE RECOGNITION

THE PRIVATE VOCATIONAL SCHOOLS ACT SEEKS TO ENSURE THAT THE FINANCIAL INTERESTS OF THE STUDENT ARE SAFEGUARDED. HOWEVER, LICENSING UNDER THE ACT DOES NOT GUARANTEE ANY FORM OF RECOGNITION OR ACCREDITATION BY INDUSTRY OR OTHER INSTITUTIONS.

EACH SCHOOL ISSUES THEIR OWN FORM OF ACHIEVEMENT RECORD, DIPLOMA, OR CERTIFICATE, UPON SUCCESSFUL COMPLETION OF A PROGRAM. RECOGNITION OF THE DOCUMENT IS NORMALLY DETERMINED BY EMPLOYERS OR EDUCATIONAL INSTITUTIONS. IT IS THE RESPONSIBILITY OF STUDENTS TO PERFORM THEIR OWN MARKET RESEARCH TO ASSESS WHETHER THE TRAINING WILL BE OF VALUE FOR THEIR INDIVIDUAL PURPOSES.

THE STUDENT SHOULD REQUEST DETAILS FROM THE SCHOOL CONCERNING ANY ALLIANCE WITH ACCREDITING ASSOCIATIONS, COMMITTEES, BOARDS, COMMISSIONS, OR EMPLOYERS THAT MAY SUPPORT RECOGNITION OR ASSESSMENT OF THE PROGRAM.

ATTENTION !! STUDENTS

STUDENTS ENROLLING IN PRIVATE VOCATIONAL SCHOOLS SHOULD BE AWARE OF THEIR OBLIGATIONS ASSOCIATED WITH CONTRACTING A SERVICE FROM A PRIVATE ENTERPRISE.

1. STUDENTS MUST SIGN AN ENROLLMENT APPLICATION AND CONTRACT OF TUITION FORM AND SHOULD RECEIVE A COPY WITHIN SEVEN DAYS OF SIGNING.

2. BEFORE SIGNING THE CONTRACT, STUDENTS SHOULD ASK POTENTIAL EMPLOYERS WHETHER THIS PROGRAM PROVIDES WORTHWHILE EDUCATION FOR THEIR PURPOSES. THE VALUE OF THE PROGRAM IS NOT DETERMINED BY THE GOVERNMENT.

3. IF A CONTRACT IS RESCINDED, IN WRITING, WITHIN FOUR DAYS OF RECEIVING A COPY OF THE SIGNED CONTRACT, THE STUDENT IS ELIGIBLE TO RECEIVE A FULL RETURN OF ALL FEES PAID LESS THE APPLICABLE REGISTRATION FEE. IF THE CONTRACT WAS NEGOTIATED AT THE HOME OF THE PERSON ENTERING INTO THE CONTRACT, ALL THE FEES PAID PLUS THE REGISTRATION FEE ARE REFUNDABLE.

4. COMPLETION OF A PROGRAM DOES NOT GUARANTEE EMPLOYMENT; SCHOOLS ARE PROHIBITED BY LAW FROM PROMISING ANY GUARANTEE OF EMPLOYMENT. PLACEMENT ASSISTANCE MAY BE AVAILABLE.

5. IT IS THE STUDENT'S SOLE RESPONSIBILITY TO REPAY ANY LOANS AWARDED.

6. INFORMATION SHOULD BE AVAILABLE FROM THE SCHOOL CONCERNING FORMER STUDENTS WHO OBTAINED TRAINING-RELATED EMPLOYMENT AS A RESULT OF COMPLETING THE PROGRAM.

7. ANY UNRESOLVED GRIEVANCE DIRECTED TOWARD A SCHOOL MUST BE DELIVERED, IN WRITING, TO THE SCHOOL MANAGEMENT. REQUESTS FOR JUDGMENT OF ANY UNRESOLVED GRIEVANCE MAY BE FORWARDED TO THE DEPARTMENT OF ADVANCED EDUCATION, PROVIDED EVIDENCE OF THE SCHOOL'S POSITION IS ATTACHED.

COMMONLY ASKED QUESTIONS

1. I AM CONSIDERING ENROLLING IN A PRIVATE VOCATIONAL SCHOOL CALLED _____. WILL THE DIPLOMA BE RECOGNIZED?

   RECOGNITION FOR ANY DIPLOMA RECEIVED FROM A LICENSED PRIVATE VOCATIONAL SCHOOL MAY BE RECOGNIZED BY INDUSTRY. A LICENCE TO OPERATE A PRIVATE VOCATIONAL SCHOOL HOWEVER, DOES NOT GUARANTEE ANY FORM OF RECOGNITION. YOU SHOULD CONSULT WITH EMPLOYERS TO DETERMINE WHETHER THIS PROGRAM IS RECOGNIZED BY THEM.

2. I WANT TO START UP A BUSINESS WITH THE SKILLS I OBTAIN FROM THIS COURSE. WILL THIS COURSE ENABLE ME TO DO THIS?

   YOU SHOULD FIND OUT WHAT REQUIREMENTS ARE NEEDED, IF ANY, TO BE GRANTED AN OPERATING LICENCE FOR YOUR DESIRED BUSINESS, FOR EXAMPLE, TOWN COUNCILS, MUNICIPALITIES, CORPORATE REGISTRIES, OR LEGAL COUNSELS. THEN, YOU DECIDE IF THIS COURSE WOULD PROVIDE THE NECESSARY REQUIREMENTS.

3. I HAVE A COMPLAINT ABOUT THE SCHOOL I AM ATTENDING. WHAT CAN I DO?

   FIRST, TALK TO SOMEONE IN AUTHORITY AT THE SCHOOL AND DISCUSS YOUR GRIEVANCE. THE SCHOOL MAY NOT REALIZE YOU ARE UNHAPPY. IF YOU AND THE SCHOOL CANNOT COME TO TERMS, YOU MAY WRITE TO PRIVATE VOCATIONAL SCHOOLS ADMINISTRATION WITH YOUR CONCERNS, DOCUMENTING THE PROBLEM, GIVING EVIDENCE THAT YOU HAVE RAISED YOUR CONCERNS AT THE SCHOOL LEVEL, AND STATING HOW YOU WOULD LIKE TO SEE THIS RESOLVED. PRIVATE VOCATIONAL SCHOOLS ADMINISTRATION WILL ACT AS A MEDIATOR BETWEEN YOU AND THE SCHOOL. BOTH PARTIES WILL HAVE A CHANCE TO SUBSTANTIATE THEIR POSITION.

4. THE TUITION FOR THESE SCHOOLS ARE MORE EXPENSIVE THAN THAT OF OTHER SCHOOLS. DOES THIS MEAN THEY ARE BETTER THAN THE LESS EXPENSIVE SCHOOLS?

   PRIVATE VOCATIONAL SCHOOLS MUST RELY ON TUITION FEES TO COVER THE EXPENSES OF THEIR OPERATION, SUCH AS WAGES, UTILITIES, FURNISHINGS, ETC. PRIVATE VOCATIONAL SCHOOLS DO NOT RECEIVE PUBLIC FUNDING FOR THEIR OPERATION. ONLY YOU CAN DECIDE FROM YOUR MARKET RESEARCH WHETHER ATTENDING ONE SCHOOL RATHER THAN ANOTHER WOULD BE MORE APPROPRIATE TO YOUR NEEDS.

BEAUTICIAN

ACADEMY OF PROFESSIONAL HAIR DESIGN
RED DEER, ALBERTA

ALBERTA ACADEMY OF AESTHETICS
EDMONTON, ALBERTA

ALBERTA BEAUTY SCHOOL
LETHBRIDGE, ALBERTA

CHARISMA BEAUTY COLLEGE
SPRUCE GROVE, ALBERTA

DELMAR COLLEGE OF HAIR DESIGN LTD.
CALGARY, ALBERTA

EST-ELLE ACADEMY OF HAIR
DESIGN LTD.
EDMONTON, ALBERTA

EUROPEAN BEAUTY SCHOOL
CALGARY, ALBERTA

JESSE TYLER SCHOOL OF HAIR DESIGN
EDMONTON, ALBERTA

L. A. SCHOOL OF HAIR DESIGN LTD.
LETHBRIDGE, ALBERTA

MARVEL TRADE AND BUSINESS COLLEGE
CALGARY, ALBERTA
(VARIOUS TYPES OF PROGRAMS)

MARVEL TRADE AND BUSINESS COLLEGE
EDMONTON, ALBERTA
(VARIOUS TYPES OF PROGRAMS)

MARVEL TRADE AND BUSINESS COLLEGE
RED DEER, ALBERTA
(VARIOUS TYPES OF PROGRAMS)

MASTER'S SCHOOL OF HAIR DESIGN
MEDICINE HAT, ALBERTA

SULTANA'S BEAUTY CLINIC AND SCHOOL
RED DEER, ALBERTA

TRAFFORD'S SCHOOL OF BEAUTY
FORT MCMURRAY, ALBERTA

ZENEBA ACADEMY OF ESTHETICS
CALGARY, ALBERTA

BUSINESS

ACCURATE CAREER INSTITUTE
EDMONTON, ALBERTA

ADIA EDUCATION CENTRE
CALGARY, ALBERTA

ADIA EDUCATION CENTRE
EDMONTON, ALBERTA

ALBERTA INSTITUTE OF PROFESSIONAL SALES
CALGARY, ALBERTA

CALGARY BUSINESS COLLEGE FOR WOMEN (YWCA) 1986
CALGARY, ALBERTA

CANADIAN COMPUTER TRAINING CENTRE INC.
RED DEER, ALBERTA

CAREER COLLEGE, THE
CALGARY, ALBERTA

CAREER COLLEGE, THE
EDMONTON, ALBERTA

CAREER TRAINING INSTITUTE LTD.
CALGARY, ALBERTA

CDI CAREER DEVELOPMENT INSTITUTES LTD.
EDMONTON, ALBERTA

CHPALE CAREER CENTRE LTD.
EDMONTON, ALBERTA

COLUMBIA INSTITUTE OF CANADA
CALGARY, ALBERTA

EDMONTON TRAINING CENTRE (1991) LTD.
EDMONTON, ALBERTA

HENDERSON COLLEGE OF BUSINESS LTD.
CALGARY, ALBERTA

HENDERSON COLLEGE OF BUSINESS LTD.
LETHBRIDGE, ALBERTA

KDM CAREER CENTRE INC.
CALGARY, ALBERTA

MANAGEMENT TRAINING CENTER INC., THE
CALGARY, ALBERTA

MARTECH COLLEGE
EDMONTON, ALBERTA

MARTECH COLLEGE OF MARKETING AND MANAGEMENT
GRANDE PRAIRIE, ALBERTA

MAYFAIR BUSINESS COLLEGE
GRANDE PRAIRIE, ALBERTA

NORTH WEST COMPUTER SERVICES INC.
EDMONTON, ALBERTA

NORTHERN WORD PROCESSING SERVICES LTD.
EDMONTON, ALBERTA

PCM INTERFACE LTD.
MEDICINE HAT, ALBERTA

REEVES BUSINESS COLLEGE LTD.
LLOYDMINSTER, ALBERTA

REEVES BUSINESS COLLEGE LTD.
RED DEER, ALBERTA

RONI GOULET INC.
EDMONTON, ALBERTA

TECHNICAL

ABBOTTSFIELD SCHOOL OF COMPUTER APPLICATIONS (1992) LTD.
EDMONTON, ALBERTA

ALBERTA SCHOOL OF DRAFTING AND PROFESSIONAL ADVANCEMENT
EDMONTON, ALBERTA

DEVRY INSTITUTE OF TECHNOLOGY
CALGARY, ALBERTA

GRB VOCATIONAL SCHOOL OF WELDING
EDMONTON, ALBERTA

OTHERS

ANGLER'S TAXIDERMY LTD.
CALGARY, ALBERTA

ALBERTA PRIVATE INVESTIGATION ACADEMY
EDMONTON, ALBERTA

ASSOCIATION OF CANADIAN MOUNTAIN GUIDES
BANFF, ALBERTA

AUCTIONEERING INSTITUTE OF CANADA
LLOYDMINSTER, ALBERTA

CALGARY COLLEGE OF SWEDISH RELAXATION MASSAGE DIVISION
CALGARY, ALBERTA

CAMROSE COLLEGE OF AUCTIONEERING
CAMROSE, ALBERTA

CANADIAN AVALANCHE ASSOCIATION TRAINING SCHOOLS
CANMORE, ALBERTA

CHIT BROADCASTING SCHOOL LTD.
EDMONTON, ALBERTA

COLUMBIA ACADEMY OF RADIO, TELEVISION AND RECORDING ARTS
CALGARY, ALBERTA
(ALSO CORRESPONDENCE COURSES)

COLUMBIA ACADEMY OF RADIO, TELEVISION AND RECORDING ARTS
EDMONTON, ALBERTA
(ALSO CORRESPONDENCE COURSES)

DIVE RESCUE AND CONSULTING (DRAC) CANADA LTD.
EDMONTON, ALBERTA

EARLY CHILDHOOD ACADEMY
CALGARY, ALBERTA

EDMONTON COLLEGE OF SWEDISH RELAXATION MASSAGE DIVISION
EDMONTON, ALBERTA

FASHION CAREER INSTITUTE
(A.K.A. JOHN CASABLANCAS)
CALGARY, ALBERTA

FASHION CAREER INSTITUTE
(A.K.A. JOHN CASABLANCAS)
EDMONTON, ALBERTA

FINE ART BARTENDING SCHOOL
CALGARY, ALBERTA

FINE ART BARTENDING SCHOOL
EDMONTON, ALBERTA

FRAME TUTOR SCHOOL OF PICTURE FRAMING, THE
EDMONTON, ALBERTA

INTERNATIONAL SCHOOL OF AUCTIONEERING
RED DEER, ALBERTA

LIFE SKILLS TRAINING CENTRE
EDMONTON, ALBERTA

NORTHERN INSTITUTE OF MASSAGE
CLYDE, ALBERTA

NORTHWESTERN SCHOOL OF MASSAGE
CALGARY, ALBERTA

OTTER TRAINING SCHOOL
CARSELAND, ALBERTA

REAL ESTATE RESOURCE CENTRE
CALGARY, ALBERTA

REAL ESTATE TRAINING INSTITUTE, THE
EDMONTON, ALBERTA

UNDERWATER CAREERS INSTITUTE LTD.
EDMONTON, ALBERTA

WESTERN CANADIAN SCHOOL OF AUCTIONEERING
LACOMBE, ALBERTA

WESTERN SCHOOL OF FLORAL DESIGN
CALGARY, ALBERTA

CORRESPONDENCE

THE ELITE ACADEMY OF INVESTIGATIVE TRAINING
CALGARY, ALBERTA

GRANTON INSTITUTE OF TECHNOLOGY
TORONTO, ONTARIO

INTERNATIONAL CORRESPONDENCE SCHOOLS CANADIAN LIMITED
MONTREAL, QUEBEC

MANN CAREER TRAINING LTD.
CALGARY, ALBERTA

MCGRAW-HILL CONTINUING EDUCATION CENTRE
SCARBOROUGH, ONTARIO

OAKS ASSOCIATED CAREER TRAINING LTD.
CALGARY, ALBERTA

STA SECURITY TRAINING ACADEMY INTERNATIONAL INC.
VANCOUVER, BRITISH COLUMBIA

CONTACT: LEE MEIKLE

PHONE : (403) 477-0660

HOURS OF OPERATION:
8:00 AM - 1:00 PM

MAX STUDENTS: 10

MAILING ADDRESS:
302 KINGSWAY GARDEN MALL
EDMONTON, ALBERTA
T5G 3A6

LOCATION:
302 KINGSWAY GARDEN MALL
EDMONTON, ALBERTA
T5G 3A6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
COMPRESSED CAD DRAFTING	42 hrs. 1 WKS.	500.00	50 BOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPREHENSIVE CAD DRAFTING	200 hrs. 8 WKS.	2300.00	50 BOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTER AIDED DRFTG/REFRESHER	10 hrs.	500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPRESSED TOTAL OFFICE PROD.	53 hrs. 8 WKS.	800.00	75 BOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPREHENSIVE TOTAL OFF. PROD.	100 hrs. 4 WKS.	1500.00	75 BOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL.

NOTES: SCHOOL ISSUES OWN DIPLOMA/CERTIFICATE.

CONTACT: ANDREA HAWIUK

PHONE : (403) 347-7496

HOURS OF OPERATION:
9:00 - 5:00, MON-SAT

MAX STUDENTS: 30

MAILING ADDRESS:
4805 - 48 STREET
RED DEER, ALBERTA
T4N 1S6

LOCATION:
4805 - 48 STREET
RED DEER, ALBERTA
T4N 1S6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE (FULL-TIME)	1400 hrs. 40 WKS.	2515.00	850 KITS & BOOK 35 RENTAL FEES 59.50 GST	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BEAUTY CULTURE (PART-TIME)	1400 hrs. 78 WKS.	2515.00	850 KITS & BOOK 35 RENTAL FEES 59.50 GST	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: FIRST MONDAY OF EVERY MONTH (ALTERNATE MONTHS)

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: SUSAN CORRELL

PHONE : (403) 262-5809

HOURS OF OPERATION:
8:00 AM - 2:30 PM
3:00 PM - 9:30 PM

MAX STUDENTS: 52

MAILING ADDRESS:
STE. 510, BOW VALLEY SQUARE IV
250 - 6TH AVENUE, SW
CALGARY, ALBERTA
T2P 3H7

LOCATION:
STE. 510, BOW VALLEY SQUARE IV
250 - 6TH AVENUE, SW
CALGARY, ALBERTA
T2P 3H7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
WORD PRO/MICROCOMPUTER TECHNOL	13 WKS.	3500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: ANN STIRLING

PHONE : (403) 420-0415

HOURS OF OPERATION:
8:00 AM - 1:30 PM
1:45 PM - 7:15 PM

MAX STUDENTS: 16

MAILING ADDRESS:
1115, 10060 JASPER AVENUE
EDMONTON, ALBERTA
T5J 3R8

LOCATION:
1115, 10060 JASPER AVENUE
EDMONTON, ALBERTA
T5J 3R8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
WORD PRO/MICROCOMPUTER TECHNOL	13 WKS.	3500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: 4 CLASSES PER YEAR

NOTES: SCHOOL ISSUES OWN DIPLOMA

CONTACT: Norman Johnston

PHONE : (403) 424-4614

HOURS OF OPERATION:
9:00 am-4:00 pm, M-F
5:30 pm-9:30 pm, M-F

MAX STUDENTS: 30

MAILING ADDRESS:
3rd Floor
10735 - 107 Avenue
Edmonton, Alberta
T5H 0W6

LOCATION:
3rd Floor
10735 - 107 Avenue
Edmonton, Alberta
T5H 0W6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ESTHETICS - COMPREHENSIVE	20 wks.	2900.00	100 Kit	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
EVENING MODULES 1-4 INCLUSIVE	608 hrs. 38 wks.	3200.00	100 Kit/supply	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
NAIL TECHNICIAN MODULE 1	80 hrs. 5 wks.	500.00	25 Kit/supplies	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FACIAL/BODY TREATMENT MODULE 2	192 hrs. 12 wks.	950.00	25 Kit/supplies	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY MODULE 3	128 hrs. 8 wks.	800.00	25 Kit/supplies	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ELECTROLYSIS MODULE 4	208 hrs. 13 wks.	950.00	25 Kit/supplies	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: 1st Monday of every month.

NOTES: School issues own diploma.

CONTACT: JOHN VANDER HULST
PHONE : (403) 327-2250

HOURS OF OPERATION:
8:00 A.M.-4:30 P.M.
8:00 A.M.-5:30 FRI.
CLOSED SAT & HOLIDAY
MAX STUDENTS: 40

MAILING ADDRESS:
311-8 STREET, SOUTH
LETHBRIDGE, ALBERTA
T1J 2J5

LOCATION:
311-8 STREET, SOUTH
LETHBRIDGE, ALBERTA
T1J 2J5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE (FULL TIME)	1400 hrs. 37 WKS.	1700.04	749.00 KIT 10/DAY ADD. TO COMPLETE 1400HR	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: FLEXIBLE

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: J. DENVER SMART

PHONE : (403) 250-7637

HOURS OF OPERATION:
9 AM - 1 PM, MON-SAT
7 PM - 10 PM TUE-WED

MAX STUDENTS: 14

MAILING ADDRESS:
206, 2723 - 37 AVENUE, NE
CALGARY, ALBERTA
T1Y 5R8

LOCATION:
222, 2323 - 32 AVENUE, NE
CALGARY, ALBERTA
T2E 4E8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PROFESSIONAL SALES DIPLOMA	16 WKS.	4595.00	50 SUPPLIES	CONTACT SCHOOL	B
PROF. SALES CERTIFICATE - I	20 WKS.	2495.00	15 SUPPLIES	CONTACT SCHOOL	B
PROF. SALES CERTIFICATE - II	20 WKS.	2495.00	15 SUPPLIES	CONTACT SCHOOL	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: PROGRAM I IS 9 AM - 1 PM MONDAY TO FRIDAY. CERTIFICATE PROGRAMS ARE PART TIME, ONE EVENING/WEEK AND SATURDAY MORNINGS.

CONTACT: BRUCE MCCAFFERY

PHONE : (403) 462-4482

HOURS OF OPERATION:

MAX STUDENTS: 10

MAILING ADDRESS:
1, 10008 - 29A AVENUE
EDMONTON, ALBERTA
T6N 1A8

LOCATION:
1, 10008 - 29A AVENUE
EDMONTON, ALBERTA
T6N 1A8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PRIVATE INVESTIGATION	30 hrs.	395.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES: SCHOOL ISSUES OWN DIPLOMA

CONTACT: RON COWARD
PHONE : (403) 468-3248

HOURS OF OPERATION:
8AM-1PM, 1:30PM-
6:30PM, 7PM-10PM
MONDAY TO SATURDAY
MAX STUDENTS: 20

MAILING ADDRESS:
6025 - 86 STREET
EDMONTON, ALBERTA
T6E 2X4

LOCATION:
6025 - 86 STREET
EDMONTON, ALBERTA
T6E 2X4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BASIC DRAFTING (DAY)	40 hrs. 2 WKS.	350.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BASIC DRAFTING (DAY)	80 hrs. 4 WKS.	700.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BASIC DRAFTING (DAY)	120 hrs. 6 WKS.	1050.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BASIC DRAFTING (DAY)	160 hrs. 8 WKS.	1400.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BASIC DRAFTING (EVE)	36 hrs. 4 WKS.	330.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTER AIDED DRAFTING (DAY)	100 hrs. 4 WKS.	1090.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTER AIDED DRAFTING (DAY)	150 hrs. 6 WKS.	1350.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTENSIVE CMPT AIDED DFTG(DAY)	40 hrs. 2 WKS.	500.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTENSIVE CMPT AIDED DFTG(EVE)	36 hrs. 4 WKS.	460.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
AUTOCAD APPLICATIONS (DAY)	80 hrs. 4 WKS.	870.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

LAST REVISION DATE: DEC/18/1991

LAST PRINT DATE: DEC/18/1991

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AUTOCAD APPLICATIONS (EVE)	90 hrs. 10 WKS.	980.00	SUPPLY OWN BOOK & INSTRUMENTS.	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARYING

NOTES: SCHOOL ADMINISTERS ENTRANCE EXAMINATION FOR ALL COURSES.
SCHOOL EVALUATES CANDIDATE'S DRAFTING ABILITY IF NECESSARY.

CONTACT: JIM BAUM

PHONE : (403) 291-4711

HOURS OF OPERATION:

MAX STUDENTS: 10

MAILING ADDRESS:
BAY 10, 2235 - 30 AVENUE, NE
CALGARY, ALBERTA
T2E 7C7

LOCATION:
BAY 10, 2235 - 30 AVENUE, NE
CALGARY, ALBERTA
T2E 7C7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
FULL COURSE	350 hrs. 12 WKS.	4600.00	100 BOOKS 200 SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BASIC COURSE #1	90 hrs. 3 WKS.	1350.00	100 BOOKS 200 SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA/CERTIFICATE.

CONTACT: GEORGE FIELD

PHONE : (403) 678-2885

HOURS OF OPERATION:

MAX STUDENTS: 18

MAILING ADDRESS:
BOX 1537
BANFF, ALBERTA
TOL 0C0

LOCATION:
THE ALPINE CLUB OF CANADA
CLUBHOUSE, I.D. #8
CANMORE, ALBERTA
TOL 0M0

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ASSISTANT CLIMBING GUIDE	5 WKS.	2775.00	FOOD AND ACCOMMODATION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CLIMBING INSTRUCTOR	3 WKS.	1640.00	FOOD AND ACCOMMODATION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CLIMBING GUIDE	1 WKS.	650.00	FOOD AND ACCOMMODATION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ASSISTANT SKI GUIDE	5 WKS.	2675.00	FOOD AND ACCOMMODATION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SKI GUIDE	1 WKS.	650.00	FOOD AND ACCOMMODATION	SEE ADMISSIONS REQUIREMENT IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARY

NOTES: SCHOOL ISSUES OWN DIPLOMA.
ASSISTANT GUIDE COURSES ARE PREREQUISITES TO GUIDE COURSES.

CONTACT: Ken Jordan

PHONE : (403) 875-3339

HOURS OF OPERATION:

MAX STUDENTS: 15

MAILING ADDRESS:
P.O. Box 264
Lloydminster, Alberta
S9V 0Y9

LOCATION:
5621 - 44th Street
Lloydminster, Alberta
T9V 0B2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AUCTIONEERING	75 hrs. 2 wks.	1875.00	Accommodation and meals	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SALES TRAINING	40 hrs. 1 wks.	675.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: Standard (See Introduction)

INTAKE DATES:

NOTES: Superior Sales Training Centre (A division of Auctioneering Institute of Canada) is offering the Sales Training Program.

CONTACT: GERRY DAWE
HEATHER DAVIES

PHONE : (403) 263-1550

HOURS OF OPERATION:
8:30 AM-4:30 PM, M-F

MAX STUDENTS: 28

MAILING ADDRESS:
3RD FLOOR, 3F/3G
320 - 5 AVENUE, S.E.
CALGARY, ALBERTA
T2G 0E5

LOCATION:
3RD FLOOR, 3F/3G
320 - 5 AVENUE, S.E.
CALGARY, ALBERTA
T2G 0E5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
COMPUTER AND OFFICE PROCEDURES	980 hrs. 28 WKS.	4556.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTRO/INTERM. WORD PROCESSING	30 hrs.	375.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTRO/INTERM. LOTUS 1-2-3	20 hrs.	270.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARIABLE.

NOTES: THE FACILITY IS DESIGNED TO ACCOMMODATE STUDENTS WHO REQUIRE THE USE OF A WHEELCHAIR AND PHYSICALLY HANDICAPPED STUDENTS.

CONTACT: John Neumann

PHONE : (403) 251-1186

HOURS OF OPERATION:
6 pm-9:30 pm, Tu-Fri
10 am-5:30 pm, Wkend

MAX STUDENTS: 25

MAILING ADDRESS:
412 Silver Valley Road, NW
Calgary, Alberta
T3B 4B9

LOCATION:
Southland Leisure Centre
2000 Southland Drive, SW
Calgary, Alberta
T2V 4S4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
SWEDISH RELAX. MASSAGE (DAY)	77 hrs. 6 wks.	600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SWEDISH RELAX. MASSAGE (EVE)	78 hrs. 6 wks.	600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Irregular

NOTES: School issues own diploma/certificate.

CONTACT: OTTO STREBERG

PHONE : (403) 672-4496

HOURS OF OPERATION:

MAX STUDENTS: 20

MAILING ADDRESS:
4606 - 41 STREET
CAMROSE, ALBERTA
T4V 0Z6

LOCATION:
4606 - 41 STREET
CAMROSE, ALBERTA
T4V 0Z6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AUCTIONEERING	120 hrs. 2 WKS.	1395.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: MARCH, AUGUST AND DECEMBER

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: ALAN DENNIS
PHONE : (604) 837-2435

HOURS OF OPERATION:
9 AM - 5 PM

MAX STUDENTS: 24

MAILING ADDRESS:
BOX 2759
REVELSTOKE, B.D.
V0E 2S0

LOCATION:
301 - 3RD STREET
REVELSTOKE, B.C.
000 000

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AVALANCHE SAFETY LEVEL I	52 hrs. 1 WKS.	650.00	FOOD AND ACCOMMODATION	CONTACT SCHOOL	B
AVALANCHE SAFETY LEVEL II	62 hrs. 2 WKS.	875.00	FOOD AND ACCOMMODATION	CONTACT SCHOOL	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: NOVEMBER - MARCH.

NOTES: ADVANCED SKIING ABILITY IS REQUIRED.

CONTACT: MANUEL ESTABROOKS
PHONE : (402) 341-3390

HOURS OF OPERATION:
8 AM - 5 PM

MAX STUDENTS: 25

MAILING ADDRESS:
200, 4806 - 51 AVENUE
RED DEER, ALBERTA
T4N 4H3

LOCATION:
200, 4806 - 51 AVENUE
RED DEER, ALBERTA
T4N 4H3

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
COMPUTERIZED OFFICE PROCEDURES	514 hrs. 16 WKS.	3850.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARIABLE

NOTES: SCHOOL ISSUES OWN CERTIFICATE.

CONTACT: BEV SILLITO

PHONE : (403) 266-0966
(403) 265-5343

HOURS OF OPERATION:
8AM - 10PM MON-THUR
8AM - 6PM FRIDAY
CLASSES 4-5 HRS/DAY
MAX STUDENTS: 466

MAILING ADDRESS:
#200, 206 - 7TH AVENUE, SW
CALGARY, ALBERTA
T2P 0W7

LOCATION:
#200, 206 - 7TH AVENUE, SW
CALGARY, ALBERTA
T2P 0W7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ADMIN. SECRETARIAL (DAY)	425 hrs. 18 WKS.	2850.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMIN. SECRETARIAL (EVE)	320 hrs. 40 WKS.	1795.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TRAVEL AND TOURISM (DAY)	750 hrs. 30 WKS.	3750.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TRAVEL AND TOURISM (EVE)	160 hrs. 26 WKS.	1500.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (DAY)	150 hrs. 6 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (EVE)	150 hrs. 21 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BUSINESS MICRO OPERATION (DAY)	150 hrs. 6 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BUSINESS MICRO OPERATION (EVE)	150 hrs. 21 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTRO TO ACCTG AND MICRO (DAY)	300 hrs. 12 WKS.	2400.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTRO TO ACCTG AND MICRO (EVE)	280 hrs. 35 WKS.	2150.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
LEGAL ASSISTANT	1050 hrs. 48 WKS.	5700.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL SECRETARIAL	950 hrs. 38 WKS.	4650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL TERMINOLOGY	500 hrs. 20 WKS.	2950.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARIAL	950 hrs. 38 WKS.	4650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL TERMINOLOGY	500 hrs. 20 WKS.	2950.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTERMEDIATE ACCOUNTING I	450 hrs. 18 WKS.	2600.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
INTERMEDIATE ACCOUNTING II	300 hrs. 12 WKS.	1450.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
OIL AND GAS TERMINOLOGY	300 hrs. 12 WKS.	400.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
OIL AND GAS II	425 hrs. 20 WKS.	2950.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: YEAR ROUND. CONTACT SCHOOL FOR SPECIFIC PROGRAM STARTS.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: CONNIE WARNER

PHONE : (403) 424-6650

HOURS OF OPERATION:
8AM - 10PM M-TH
8AM - 6PM FRIDAY
CLASSES 4-5 HRS/DAY
MAX STUDENTS: 300

MAILING ADDRESS:
7TH FLOOR, 10310 JASPER AVENUE
EDMONTON, ALBERTA
T5J 2W4

LOCATION:
7TH FLOOR, 10310 JASPER AVENUE
EDMONTON, ALBERTA
T5J 2W4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ADMIN. SECRETARIAL (DAY)	425 hrs. 18 WKS.	2850.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMIN. SECRETARIAL (EVE)	320 hrs. 40 WKS.	1795.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TRAVEL AND TOURISM (DAY)	750 hrs. 30 WKS.	3750.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TRAVEL AND TOURISM (EVE)	160 hrs. 26 WKS.	1500.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (DAY)	150 hrs. 6 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (EVE)	150 hrs. 21 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BUSINESS MICRO OPERATION (DAY)	150 hrs. 6 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BUSINESS MICRO OPERATION (EVE)	150 hrs. 21 WKS.	1650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTRO TO ACCTG AND MICRO (DAY)	300 hrs. 12 WKS.	2400.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTRO TO ACCTG AND MICRO (EVE)	280 hrs. 35 WKS.	1950.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
LEGAL ASSISTANT	1050 hrs. 48 WKS.	5700.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL SECRETARIAL	950 hrs. 38 WKS.	4650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL TERMINOLOGY	500 hrs. 20 WKS.	2950.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARIAL	950 hrs. 38 WKS.	4650.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL TERMINOLOGY	500 hrs. 20 WKS.	2950.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
INTERMEDIATE ACCOUNTING I	450 hrs. 18 WKS.	2600.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
INTERMEDIATE ACCOUNTING II	300 hrs. 12 WKS.	1450.00	15% DECLINING BALANCE ON TIME PAYMENTS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: YEAR ROUND. CONTACT SCHOOL FOR SPECIFIC PROGRAM STARTS.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: J.W. (Bill) McManus HOURS OF OPERATION:

PHONE : (403) 297-0533

MAX STUDENTS: 39

MAILING ADDRESS:
#400, 1015 Centre Street, N
Calgary, Alberta
T2E 2P8

LOCATION:
#400, 1015 Centre Street, N
Calgary, Alberta
T2E 2P8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ACCOUNTING CLERK TYPIST	1050 hrs. 42 wks.	4055.00	234 Books 35 Supplies	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
DENTAL RECEPTIONIST	800 hrs. 32 wks.	3795.00	242 Books 35 Supplies	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Contact school.

NOTES: School issues own diploma.

CONTACT: DOUG FREEMAN

PHONE : (403) 477-7800

HOURS OF OPERATION:
7:30 - 5:30 M-F
5:30 PM - 9:30 PM
EVENINGS M-TH
MAX STUDENTS: 50

MAILING ADDRESS:
#200, 11713 - 82 STREET
EDMONTON, ALBERTA
T5B 2V9

LOCATION:
#200, 11713 - 82 STREET
EDMONTON, ALBERTA
T5B 2V9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AUTOMATED OFFICE TECHNOLOGY	425 hrs. 20 WKS.	3650.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
AUTOMATED OFFICE TECH. (EVE)	425 hrs. 27 WKS.	3650.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTERIZED ACCOUNTING	325 hrs. 16 WKS.	3850.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTERIZED ACCOUNTING (EVE)	325 hrs. 21 WKS.	3850.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTERIZED OFFICE ADMIN.	650 hrs. 26 WKS.	5600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MICROCOMPUTER SPECIALIST	325 hrs. 13 WKS.	3575.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS (EVERY MONDAY)

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: RON WARREN
DAWN MCCULLOCH

PHONE : (403) 429-0036

HOURS OF OPERATION:
7:45 - 4 MON-THU

MAX STUDENTS: 100

MAILING ADDRESS:
622, 10089 JASPER AVENUE
EDMONTON, ALBERTA
T5J 1V1

LOCATION:
622, 10089 JASPER AVENUE
EDMONTON, ALBERTA
T5J 1V1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES(S)	ADMISSION PREREQUISITES	LICENCE CLASS
SECRETARIAL/CLERICAL	35 WKS.	3872.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL/DICTA	35 WKS.	3872.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL/ACCOUNTING	35 WKS.	3872.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL/SHORTHAND	45 WKS.	4840.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL/MEDICAL	39 WKS.	4353.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL/LEGAL	39 WKS.	4353.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MACHINE TRANSCRIPTION	6 WKS.	440.00	TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TYPIST WITH SPELLING		275.00	TUITION PER MO. TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TYPIST WITH ACCOUNTING		275.00	TUITION PER MO. TEXTBOOKS EXTRA	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL ASSISTANT	44 WKS.	5500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

LAST REVISION DATE: MAY/13/1992

LAST PRINT DATE: MAY/13/1992

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS

NOTES: SCHOOL ISSUES OWN CERTIFICATE/DIPLOMA

CONTACT: JOAN SHERLOW

PHONE : (403) 962-5335

HOURS OF OPERATION:
8:00 AM-4:30 PM, M-F

MAX STUDENTS: 25

MAILING ADDRESS:
32 WEDGEWOOD AVENUE
SPRUCE GROVE, ALBERTA
T7X 1H1

LOCATION:
55 ALBERTA AVENUE
SPRUCE GROVE, ALBERTA

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE	1400 hrs. 39 WKS.	2500.00	535 KIT 20/DAY ADD. TO COMPLETE 1400HR	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: TWO CLASSES PER YEAR - SEPTEMBER AND FEBRUARY

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: Mel Stevenson

PHONE : (403) 482-6100

HOURS OF OPERATION:
7 am - 2 pm, Mon-Fri

MAX STUDENTS: 15

MAILING ADDRESS:
#205, 12316 Jasper Avenue
Edmonton, Alberta
T5N 3K5

LOCATION:
#205, 12316 Jasper Avenue
Edmonton, Alberta
T5N 3K5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BROADCASTING	700 hrs. 20 wks.	4000.00	Student supply own cassette tape recorder	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: At any time of the year.

NOTES: School issues own diploma.

CONTACT: MARTY HASSELBACH

PHONE : (403) 269-1356
(604) 736-3316

HOURS OF OPERATION:
9 AM - 6 PM, MON-FRI

MAX STUDENTS: 20

MAILING ADDRESS:
1295 WEST BROADWAY
VANCOUVER, B.C.
V6H 3X8

LOCATION:
2ND FLOOR, PARKSIDE PLACE
602 - 12TH AVENUE, S.W.
CALGARY, ALBERTA
T2R 1J3

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
RECORDING ARTS	20 WKS.	2431.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
MULTI-TRACK RECORDING, BAS&ADV	62 hrs. 23 WKS.	1765.50	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
MULTI-TRACK RECORDING, BASIC	30 hrs. 10 WKS.	800.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
MULTI-TRACK RECORDING, ADVANCE	32 hrs. 8 WKS.	962.50	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
THE BUSINESS OF MUSIC	22 hrs. 9 WKS.	665.50	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BROADCAST PERFORMING ARTS	1000 hrs. 40 WKS.	5595.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
RECORDING ARTS & MUSIC PRODUCT	360 hrs. 24 WKS.	4995.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BROADCAST ARTS - CORRESP.		5148.00	STUDENT SUPPLY OWN TAPE RECORD &/OR TYPEWRITER	CORRESPONDENCE PROGRAM CONTACT SCHOOL	B
BROADCAST ANNOUNCING-CORRESP.		2574.00	STUDENT SUPPLY OWN TAPE RECORD &/OR TYPEWRITER	CORRESPONDENCE PROGRAM CONTACT SCHOOL	B
COMMERCIAL COPYWRITING-CORRESP		2574.00	STUDENT SUPPLY OWN TAPE RECORD &/OR TYPEWRITER	CORRESPONDENCE PROGRAM CONTACT SCHOOL	B

LAST REVISION DATE: JUN/24/1992

LAST PRINT DATE: JUN/24/1992

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: HARTY HASSELBACH

PHONE : (403) 482-3448
(604) 736-3316

HOURS OF OPERATION:
9 AM - 6 PM, MON-FRI

MAX STUDENTS: 30

MAILING ADDRESS:
1295 WEST BROADWAY
VANCOUVER, B.C.
V6H 3X8

LOCATION:
#100, 12420 - 104 AVENUE
EDMONTON, ALBERTA
T5N 3Z9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
RECORDING ARTS	20 WKS.	2431.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
MULTI-TRACK RECORDING, BAS&ADV	62 hrs. 23 WKS.	1765.50	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
MULTI-TRACK RECORDING, BASIC	30 hrs. 10 WKS.	803.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
MULTI-TRACK RECORDING, ADVANCE	32 hrs. 8 WKS.	962.50	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
THE BUSINESS OF MUSIC	22 hrs. 9 WKS.	665.50	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BROADCAST PERFORMING ARTS	1000 hrs. 40 WKS.	5995.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
RECORDING ARTS & MUSIC PRODUCT	360 hrs. 24 WKS.	4995.00	STUDENT SUPPLY OWN CASSETTE TAPE RECORDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BROADCAST ARTS - CORRESP.		5148.00	STUDENT SUPPLY OWN TAPE RECORD &/OR TYPEWRITER	CORRESPONDENCE PROGRAM CONTACT SCHOOL	B
BROADCAST ANNOUNCING-CORRESP.		2574.00	STUDENT SUPPLY OWN TAPE RECORD &/OR TYPEWRITER	CORRESPONDENCE PROGRAM CONTACT SCHOOL	B
COMMERCIAL COPYWRITING-CORRESP		2574.00	STUDENT SUPPLY OWN TAPE RECORD &/OR TYPEWRITER	CORRESPONDENCE PROGRAM CONTACT SCHOOL	B

LAST REVISION DATE: JUN/24/1992

LAST PRINT DATE: JUN/24/1992

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: TOM SHELL

PHONE : (403) 273-0315

HOURS OF OPERATION:

MAX STUDENTS: 25

MAILING ADDRESS:
802 MANNING ROAD, NE
CALGARY, ALBERTA
T2E 7W8

LOCATION:
802 MANNING ROAD, NE
CALGARY, ALBERTA
T2E 7W8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
DENTAL ASSISTANT - LEVEL 1 *	576 hrs. 18 WKS.	3975.00	100 BOOKS 150 SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES: * GRADUATES ARE ELIGIBLE TO JOIN A.D.A.A. AND MAY CHALLENGE THEORY EXAM TO BECOME A REGISTERED DENTAL ASSISTANT-LEVEL 1

CONTACT: OLGA THURLOW

PHONE : (403) 244-6122

HOURS OF OPERATION:
8:00 AM-4:30 PM, M-F

MAX STUDENTS: 65

MAILING ADDRESS:
#340, 1032 - 17 AVENUE, SW
CALGARY, ALBERTA
T2T 0A5

LOCATION:
#340, 1032 - 17 AVENUE, SW
CALGARY, ALBERTA
T2T 0A5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE	1400 hrs. 39 WKS.	2747.00	765 KIT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARY.

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: JOHN BALLHEIM
PHONE : (403) 235-5400

HOURS OF OPERATION:
8 AM - 10 PM, M-TH;
8 AM - 6 PM, FRI.;
9 AM - 1 PM, SAT.
MAX STUDENTS: 670

MAILING ADDRESS:
803 MANNING ROAD, N.E.
CALGARY, ALBERTA
T2E 7M8

LOCATION:
803 MANNING ROAD, N.E.
CALGARY, ALBERTA
T2E 7M8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
COMPUTER PROGRAMMING & SYSTEMS	90 WKS.	14835.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CMPTR PRGM/SYSTEMS (#1+30 WKS)	120 WKS.	19630.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ELECTRONICS ENGRG. TECHNICIAN	75 WKS.	12050.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ELECTRONICS ENGRG. TECHNOLOGY	120 WKS.	19030.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPUTER PROGRAMMER (EVE)	90 WKS.	6045.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BUSINESS OPERATIONS	120 WKS.	19630.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ELECTRONIC TECHNICIAN (EVE)	90 WKS.	7040.00	BOOKS/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: % OF TERM COMPLETE BY SEMESTER

INTAKE DATES: OCTOBER, MARCH, JULY.

NOTES: SCHOOL ISSUES OWN DIPLOMA. STUDENT MAY RECEIVE B.SC. UPON COMPLETION OF FURTHER COURSE WORK AT DEVRY INST. IN THE U.S.

CONTACT: JACK MADRO

PHONE : (403) 434-1433
(403) 438-4680

HOURS OF OPERATION:

MAX STUDENTS: 8

MAILING ADDRESS:
BOX 4895
POSTAL STATION SOUTHEAST
EDMONTON, ALBERTA
T6E 5G7

LOCATION:
BOX 4895
POSTAL STATION SOUTHEAST
EDMONTON, ALBERTA
T6E 5G7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PUBLIC SAFETY DIVER		392.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
DIVE RESCUE ONE SPECIALIST		250.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
DIVE RESCUE TWO SPECIALIST		350.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
RIVER ICE RESCUE TECHNICIAN		150.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
ADVANCED RIVER ICE RESCUE TECH		200.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
INTRO UNDERWATER WELD./CUTTING		200.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
INTRO TO UNDERWATER EXPLOSIVES		225.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
ASSOCIATE INSTRUCTOR		1000.00	450 BOOKS 200-4000 EQUIP. & SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
OPEN WATER INSTRUCTOR		1000.00	450 BOOKS 200-4000 EQUIP. & SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
ADVANCED OPEN WATER INSTRUCTOR		1000.00	450 BOOKS 200-4000 EQUIP. & SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

LAST REVISION DATE: MAR/21/1991

LAST PRINT DATE: MAR/21/1991

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PROFESSIONAL DIVER PROGRAM	160 hrs.	883.95	600 - RENTALS 1700 - FIELD TRIPS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARY.

NOTES: SCHOOL ISSUES OWN DIPLOMA.
EQUIPMENT CAN BE RENTED FROM DIVE RESCUE CANADA LTD.

CONTACT: MARY CARLSON

PHONE : (403) 289-5994
(403) 265-1684

HOURS OF OPERATION:
6:00 PM - 9:30 PM

MAX STUDENTS: 70

MAILING ADDRESS:
310, 818 - 16 AVENUE, NW
CALGARY, ALBERTA
T2N 0K1

LOCATION:
THE UNIVERSITY OF CALGARY
1833 CROWCHILD TRAIL, NW
CALGARY, ALBERTA
T2M 4S7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
EARLY CHILDHOOD EDUCATION	1274 hrs.	1650.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: 1ST THURSDAY OF FEBRUARY, 1ST THURSDAY OF SEPTEMBER

NOTES: SCHOOL ISSUES OWN CERTIFICATE.

CONTACT: JOHN NEUMANN

PHONE : (403) 251-1186

HOURS OF OPERATION:

MAX STUDENTS: 24

MAILING ADDRESS:
412 SILVER VALLEY ROAD, NW
CALGARY, ALBERTA
T3B 4B9

LOCATION:
10018 - 106 STREET
EDMONTON, ALBERTA
T5J 1G1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
SWEDISH RELAXATION MASSAGE	110 hrs. 6 WKS.	600.00	75 BOOKS 75 SUPPLIES	SEE ADMISSIONS REQUIREMENT IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES:

CONTACT: DOLORES NAGEL

PHONE : (403) 482-2857

HOURS OF OPERATION:
9:30 AM-3:30 PM, M-F
6:30 PM-9:30 PM,M-TH

MAX STUDENTS: 20

MAILING ADDRESS:
10434 - 123 STREET
EDMONTON, ALBERTA
T5N 1N7

LOCATION:
10434 - 123 STREET
EDMONTON, ALBERTA
T5N 1N7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
TELLER TRAINING (DAY)	4 WKS.	840.00	75 SUPPLIES 20 PROFESSIONAL RESUME	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
TELLER TRAINING (EVE)	60 hrs. 5 WKS.	840.00	75 SUPPLIES 20 PROFESSIONAL RESUME	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
WORD PROCESSING (DAY)	180 hrs. 7 WKS.	1900.00	75 SUPPLIES AND MANUAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
OFFICE PROC/TYPING UPGRADE (D)	3 WKS.	500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: EVERY MONDAY.

NOTES: SCHOOL ISSUES OWN CERTIFICATE.

CONTACT: MARTIN LAFLEUR

PHONE : (403) 264-1112

HOURS OF OPERATION:
CORRESPONDENCE

MAX STUDENTS:

MAILING ADDRESS:
1520, 400 - 3 AVENUE, SW
CALGARY, ALBERTA
T2P 4H2

LOCATION:
1520, 400 - 3 AVENUE, SW
CALGARY, ALBERTA
T2P 4H2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BASIC TRNG - PRIVATE INVESTIG.		400.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN CERTIFICATE.

CONTACT: ESTHER FREEMAN
RUTH REIMER

PHONE : (403) 432-7577
(403) 433-1613

HOURS OF OPERATION:
8:30AM - 5PM TUE-SAT
6PM - 10PM TUE-FRI

MAX STUDENTS: 65

MAILING ADDRESS:
#301, 10508 - 82 AVENUE
EDMONTON, ALBERTA
T6E 2A4

LOCATION:
#301, 10508 - 82 AVENUE
EDMONTON, ALBERTA
T6E 2A4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE (DAY)	1400 hrs. 39 WKS.	2375.00	650 KIT 20/DAY ADD. TO COMPLETE 1400HR	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BEAUTY CULTURE (EVE)	1400 hrs. 56 WKS.	2375.00	650 KIT 15/8 HRS TO COMPLETE 1400HR	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: JANUARY, MARCH, MAY, JULY, SEPTEMBER, AND NOVEMBER.

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: STEFANIE HORVATH

PHONE : (403) 266-3111

HOURS OF OPERATION:

MAX STUDENTS: 24

MAILING ADDRESS:
200, 1035 - 7 AVENUE, SW
CALGARY, ALBERTA
T2P 3E9

LOCATION:
200, 1035 - 7 AVENUE, SW
CALGARY, ALBERTA
T2P 3E9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ESTHETICS	800 hrs. 22 WKS.	2500.00	200 KIT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INRTODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES:

CONTACT: BILL BROOKS

PHONE : (403) 262-8100

HOURS OF OPERATION:
8:30 AM-10 PM M-TH
8:30 AM-5 PM F-SA

MAX STUDENTS: 25

MAILING ADDRESS:
200, 550 - 11 AVENUE, SW
CALGARY, ALBERTA
T2R 1M7

LOCATION:
200, 550 - 11 AVENUE, SW
CALGARY, ALBERTA
T2R 1M7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
FASHION MERCHANDISING	420 hrs. 24 WKS.	3580.00	BOOKS $100	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY	150 hrs. 10 WKS.	2690.00	SUPPLIES MAX $250	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY (CONDENSED)	150 hrs. 6 WKS.	2690.00	SUPPLIES MAX $250	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPLETE PROFESSIONAL MODEL.	63 hrs. 21 WKS.	1600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: LIN KNOX

PHONE : (403) 482-4000

HOURS OF OPERATION:
8:30 AM-10 PM M-TH
8:30 AM-5 PM F-SA

MAX STUDENTS: 25

MAILING ADDRESS:
2ND FLOOR, 10140 - 117 STREET
EDMONTON, ALBERTA
T5K 1X3

LOCATION:
2ND FLOOR, 10140 - 117 STREET
EDMONTON, ALBERTA
T5K 1X3

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
FASHION MERCHANDISING	768 hrs. 24 WKS.	3580.00	BOOKS 450 SUPPLIES 250	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY	150 hrs. 12 WKS.	2690.00	SUPPLIES 30	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY (CONDENSED)	150 hrs. 6 WKS.	2690.00	SUPPLIES 30	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPLETE PROFESSIONAL MODEL.	63 hrs. 21 WKS.	1600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FASHION MERCHANDISING CERTIF.	156 hrs. 26 WKS.	1650.00	142.63 BOOKS 100.00 SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: JOHN BARKMAN

PHONE : (403) 265-0180

HOURS OF OPERATION:
9:00 AM-5:00 PM, M-F

MAX STUDENTS: 18

MAILING ADDRESS:
#216, 110 - 11 AVE. SW
CALGARY, ALBERTA
T2R 0B8

LOCATION:
#216, 110 - 11 AVE. SW
CALGARY, ALBERTA
T2R 0B8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BARTENDING	40 hrs. 3 WKS.	395.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BARTENDING (EVE)	40 hrs. 5 WKS.	395.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
HOSPITALITY MANAGEMENT LEVEL 1		300.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
WAITER/WAITRESS TRAINING	60 hrs. 2 WKS.	200.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: JOHN BARKMAN

PHONE : (403) 439-7963

HOURS OF OPERATION:
9-5 M-F, 6:30 PM - 10:30 PM M-TH

MAX STUDENTS: 16

MAILING ADDRESS:
33, 10509 - 81 AVENUE
EDMONTON, ALBERTA
T6E 1X7

LOCATION:
33, 10509 - 81 AVENUE
EDMONTON, ALBERTA
T6E 1X7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BARTENDING (DAY)	40 hrs. 3 WKS.	395.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
BARTENDING (EVE)	40 hrs. 5 WKS.	395.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
HOSPITALITY MANAGEMENT LEVEL 1		300.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
WAITER/WAITRESS TRAINING	60 hrs. 2 WKS.	200.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA.

LAST REVISION DATE: JUL/21/1992

LAST PRINT DATE: JUL/21/1992

CONTACT: GORDON FERRY

PHONE : (403) 453-7095

HOURS OF OPERATION:

MAX STUDENTS: 10

MAILING ADDRESS:
145, 14315 - 118 AVENUE
EDMONTON, ALBERTA
T5L 4S6

LOCATION:
145, 14315 - 118 AVENUE
EDMONTON, ALBERTA
T5L 4S6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PICTURE FRAMING BASICS	40 hrs. 1 WKS.	500.00	32.00 BOOKS 49.00 VIDEO	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
PICTURE FRAMING FOR THE PROF.	40 hrs. 1 WKS.	350.00	50 BOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES: SCHOOL ISSUES OWN DIPLOMA

CONTACT: GERALD BELLEHUMEUR
PHONE : (403) 436-7342
(403) 436-7544

HOURS OF OPERATION:
8:00 AM - 4:30 PM
6:00 PM - 10:00 PM

MAX STUDENTS: 16

MAILING ADDRESS:
9712 - 54 AVENUE
EDMONTON, ALBERTA
T6E 0A9

LOCATION:
9712 - 54 AVENUE
EDMONTON, ALBERTA
T6E 0A9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEGINNER GAS & ARC 80-160 HR		13.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
JOURNEYMAN ON PLATE 40-120 HR		14.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MIG, MILD STEEL PLATE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MIG ON ALUMINUM PLATE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
"B" PRESSURE 40-240 HR		16.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TIG ON CARBON PIPE 40-80 HR		17.50		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TIG ON STAINLESS PIPE 40-120HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TIG ON CHROME PIPE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TIG ON ALUMINUM PIPE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TIG ON INCONEL PIPE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

LAST REVISION DATE: JUN/08/1992

LAST PRINT DATE: JUN/08/1992

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
MIG, MILD STEEL PIPE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MIG ON ALUMINUM PIPE 40-80 HR		19.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS.

NOTES: SCHOOL ISSUES OWN DIPLOMA/CERTIFICATE.
TUITION FEES ARE QUOTED PER HOUR.

CONTACT: Sonnie Zelsman

PHONE : (416) 977-3929

HOURS OF OPERATION:

MAX STUDENTS:

MAILING ADDRESS:
263 Adelaide Street West
Toronto, Ontario
M5H 1Y3

LOCATION:
263 Adelaide Street West
Toronto, Ontario
M5H 1Y3

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
CORRESPONDENCE COURSES		.00		CORRESPONDENCE PROGRAMS CONTACT SCHOOL	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Variable.

NOTES: Contact school for courses offered and tuition fees.
School issues its own certificates and diplomas.

CONTACT: Sheila T. Murphy

PHONE : (403) 237-6911

HOURS OF OPERATION:
8:00 am - 1:30 pm
1:00 pm - 6:00 pm

MAX STUDENTS: 200

MAILING ADDRESS:
500, 115 - 9 Avenue, SE
Calgary, Alberta
T2G 0P5

LOCATION:
500, 115 - 9 Avenue, SE
Calgary, Alberta
T2G 0P5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
DICTA TYPIST	875 hrs. 35 wks.	3730.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CLERK TYPIST/RECEPTIONIST	975 hrs. 39 wks.	3662.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CLERK TYPIST/WORD PROCESSING	1075 hrs. 41 wks.	4351.00	Books/Supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
STENOGRAPHIC	1100 hrs. 44 wks.	4530.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING CLERK	975 hrs. 39 wks.	3662.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING CLERK I	1100 hrs. 44 wks.	4071.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING CLERK II	1175 hrs. 47 wks.	4760.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING TECHNICIAN	975 hrs. 39 wks.	4614.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL	1175 hrs. 47 wks.	4956.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARIAL	1300 hrs. 52 wks.	5365.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PETROLEUM SECRETARIAL	1300 hrs. 52 wks.	5365.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LAND SECRETARIAL	1300 hrs. 52 wks.	5365.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL SECRETARIAL	1300 hrs. 52 wks.	5382.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL RECEPTIONIST	1175 hrs. 47 wks.	4973.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING OPERATOR	50 hrs. 2 wks.	695.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PRO OPER-MENU/COMM DRIVEN	100 hrs. 4 wks.	1389.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MICROCOMPUTER (DAY)	100 hrs. 4 wks.	1366.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING/LOTUS 1-2-3	54 hrs. 6 wks.	2083.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
KEYBOARDING (EVE)	54 hrs. 6 wks.	175.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SPEEDWRITING (EVE)	108 hrs. 12 wks.	350.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (EVE)	54 hrs. 6 wks.	750.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MICROCOMPUTER (EVE)	108 hrs. 12 wks.	2000.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ACCOUNTING 201 (EVE)	90 hrs. 10 wks.	350.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING 202 (EVE)	90 hrs. 10 wks.	350.00	Books/supplies 6 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: 1st working day of each month.

NOTES: Entrance exam required prior to admittance. $5 fee mandatory
School may use modules of licensed courses for CD&E programs

CONTACT: Marian McDougall

PHONE : (403) 327-3968

HOURS OF OPERATION:
8:00 am-1:30 pm,M-F
5:30 pm-8:30 pm,T-Th

MAX STUDENTS: 150

MAILING ADDRESS:
#400, 220 - 3rd Ave., South
Lethbridge, Alberta
T1J 0G9

LOCATION:
#400, 220 - 3rd Ave., South
Lethbridge, Alberta
T1J 0G9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
DICTA TYPIST	875 hrs. 35 wks.	3730.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CLERK TYPIST/RECEPTIONIST	975 hrs. 39 wks.	3662.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
CLERK TYPIST/WORD PROCESSING	1075 hrs. 41 wks.	4351.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
STENOGRAPHIC	1100 hrs. 44 wks.	4530.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING CLERK	975 hrs. 39 wks.	3662.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING CLERK I	1100 hrs. 44 wks.	4071.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING CLERK II	1175 hrs. 47 wks.	4760.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING TECHNICIAN	975 hrs. 39 wks.	4614.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARIAL	1175 hrs. 47 wks.	4956.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARIAL	1300 hrs. 52 wks.	5365.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

LAST REVISION DATE: DEC/11/1990

LAST PRINT DATE: DEC/11/1990

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PETROLEUM SECRETARIAL	1300 hrs. 52 wks.	5365.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LAND SECRETARIAL	1300 hrs. 52 wks.	5365.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL SECRETARIAL	1300 hrs. 52 wks.	5382.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL RECEPTIONIST	1175 hrs. 47 wks.	4973.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING OPERATOR	50 hrs. 2 wks.	695.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PRO OPER-MENU/COMM DRIVEN	100 hrs. 4 wks.	1389.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MICROCOMPUTER (DAY)	100 hrs. 4 wks.	1366.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
KEYBOARDING (EVE)	54 hrs. 6 wks.	175.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SPEEDWRITING (EVE)	108 hrs. 12 wks.	350.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (EVE)	54 hrs. 6 wks.	750.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MICROCOMPUTER (EVE)	108 hrs. 12 wks.	2000.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING 201 (EVE)	90 hrs. 10 wks.	350.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ACCOUNTING 202 (EVE)	90 hrs. 10 wks.	350.00	Books/supplies 15 - Final exam	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: 1st working day of each month.

NOTES: Entrance exam required prior to admittance. $5 fee mandatory
School may use modules of licensed courses for CD&E programs

CONTACT: MICHAEL SCOTT

PHONE : (800) 361-7363

HOURS OF OPERATION:
CORRESPONDENCE

MAX STUDENTS:

MAILING ADDRESS:
9001 AVON ROAD
MONTREAL WEST
MONTREAL, QUEBEC
H4X 2G9

LOCATION:
9001 AVON ROAD
MONTREAL WEST
MONTREAL, QUEBEC
H4X 2G9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
CORRESPONDENCE COURSES		.00		CORRESPONDENCE PROGRAMS CONTACT SCHOOL	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTINUOUS.

NOTES: SCHOOL ISSUES OWN CERTIFICATES.
CONTACT SCHOOL FOR LIST OF COURSES AND TUITION FEES.

CONTACT: Col. Tom R. Kean
PHONE : (403) 34[illegible]-2514
(403) 556-2688

HOURS OF OPERATION:
8 am-10 pm, Mon-Fri
+ half day sessions
on Saturday
MAX STUDENTS: 25

MAILING ADDRESS:
7 - 7667 Gaetz Avenue
Red Deer, Alberta
T4P 1N6

LOCATION:
7 - 7667 Gaetz Avenue
Red Deer, Alberta
T4P 1N6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AUCTIONEERING	2 wks.	800.00	Room and board if out of town	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Continuous.

NOTES: School issues own certificate.

CONTACT: JOAN RUDMAN

PHONE : (403) 471-3814

HOURS OF OPERATION:
8:30 AM - 5:00 PM,
TUESDAY TO SATURDAY

MAX STUDENTS: 29

MAILING ADDRESS:
3916 - 118 AVENUE
EDMONTON, ALBERTA
T5W 029

LOCATION:
3916 - 118 AVENUE
EDMONTON, ALBERTA
T5W 029

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTICIAN	1400 hrs. 36 WKS.	2475.00	695.50 KIT &GST 16/DAY ADD. TO COMPLETE 1400HR	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BRUSH-UP BEAUTICIAN		300.00	300/MO. TUITION 695.50 KIT &GST	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARIABLE

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: KATHIE LEWIS

PHONE : (403) 264-2744

HOURS OF OPERATION:
8:30 AM-3:30 PM, M-F

MAX STUDENTS: 16

MAILING ADDRESS:
5TH FLOOR, 940 - 6 AVENUE, SW
CALGARY, ALBERTA
T2P 3T1

LOCATION:
5TH FLOOR, 940 - 6 AVENUE, SW
CALGARY, ALBERTA
T2P 3T1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
DENTAL OFFICE ADMIN. ASSISTANT	420 hrs. 13 WKS.	1995.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL OFFICE ADMIN. ASSIST.	420 hrs. 13 WKS.	1995.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES: SCHOOL ISSUES OWN CERTIFICATE

LAST REVISION DATE: JUL/17/1992

LAST PRINT DATE: JUL/17/1992

CONTACT: Colleen Lybbert

PHONE : (403) 320-2228

HOURS OF OPERATION:
8:00 am-4:30 pm,
Monday to Saturday

MAX STUDENTS: 30

MAILING ADDRESS:
#201, 517 - 4th Avenue, South
Lethbridge, Alberta
T1J 0N4

LOCATION:
#201, 517 - 4th Avenue, South
Lethbridge, Alberta
T1J 0N4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE	1400 hrs. 37 wks.	1601.25	500 Kit 20/d - absences 20/d compl 1400	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: 1st Monday of each month.

NOTES: Contact Apprenticeship & Trade Certification Branch, Career Dev. & Employment on apprenticeship/journeyman certification

CONTACT:	HOURS OF OPERATION:	MAILING ADDRESS:	LOCATION:
Madeleine Dunkley	9:00 am - 5:00 pm	7th Floor	7th Floor
Vicki Jolin	Monday to Friday	10242 - 105 Street	10242 - 105 Street
PHONE : (403) 424-3843		Edmonton, Alberta	Edmonton, Alberta
(403) 424-3843	MAX STUDENTS: 21	T5J 3L5	T5J 3L5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
LIFE SKILLS COACH TRAINING	480 hrs. 12 wks.	1800.00	80 Books 55 Materials 145 Workshop	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Contact the school.

NOTES: School issues own certificate.

CONTACT: BRADLY N. MORRISON

PHONE : (403) 248-3080

HOURS OF OPERATION:
8:00 AM - 5:00 PM

MAX STUDENTS: 12

MAILING ADDRESS:
#202, 811 MANNING ROAD N.E.
CALGARY, ALBERTA
T2E 7L4

LOCATION:
#202, 811 MANNING ROAD N.E.
CALGARY, ALBERTA
T2E 7L4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
KEY PROFESSIONAL SELLING SKILL	80 hrs. 10 WKS.	2650.00	100 SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	8

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: David Ingeberg

PHONE : (403) 289-5584

HOURS OF OPERATION:

MAX STUDENTS:

MAILING ADDRESS:
#214, 602 - 16 Avenue, NW
Station B, P.O. Box 3629
Calgary, Alberta
T2N 4N4

LOCATION:
#214, 602 - 16 Avenue, NW
Station B, P.O. Box 3629
Calgary, Alberta
T2N 4N4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PRACTICAL BOOKKEEPING		695.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	A
MEDICAL OFFICE RECEPTIONIST		695.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Continuous.

NOTES: School issues own diploma.

CONTACT: MICHAEL COONEY

PHONE : (403) 424-2103

HOURS OF OPERATION:
8:30 AM - 5:00 PM,
MONDAY TO FRIDAY

MAX STUDENTS: 25

MAILING ADDRESS:
CORNERPOINT BUILDING
#906, 10179 - 105 STREET
EDMONTON, ALBERTA
T5J 3N1

LOCATION:
CORNERPOINT BUILDING
#906, 10179 - 105 STREET
EDMONTON, ALBERTA
T5J 3N1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BUS. MARKETING & MGMT. DIPLOMA	32 WKS.	4450.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: SEPTEMBER, NOVEMBER, FEBRUARY, MARCH

NOTES: SCHOOL ISSUES A 'DIPLOMA IN MARKETING'

CONTACT: MICHAEL COONEY

PHONE : (403) 532-5999

HOURS OF OPERATION:

MAX STUDENTS: 25

MAILING ADDRESS:
#101, 10118 - 101 AVE.
GRANDEPRAIRIE, ALBERTA
T8V 0Y4

LOCATION:
#101, 10118 - 101 AVE.
GRANDEPRAIRIE, ALBERTA
T8V 0Y4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
MARKETING/SALES/ADMINISTRATION	32 WKS.	4250.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: SEPTEMBER 30TH

NOTES: SCHOOL ISSUES A 'DIPLOMA IN MARKETING'

CONTACT: KIRSTEN ADAMS

PHONE : (403) 290-0051

HOURS OF OPERATION:
8:00 AM - 6:00 PM

MAX STUDENTS: 100

MAILING ADDRESS:
1023 - 7TH AVENUE, SW
CALGARY, ALBERTA
T2P 1A8

LOCATION:
1023 - 7TH AVENUE, SW
CALGARY, ALBERTA
T2P 1A8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE OR BARBERING	1400 hrs. 37 WKS.	2530.00	KITS & TEXTS 554.26 - BEAUTY 820.69 - BARBER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BARBERING	96 hrs. 2 WKS.	500.00	393.76 KITS/ TEXT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BEAUTICIAN OR BARBER EXTENSION	560 hrs. 14 WKS.	1050.00	KITS AND TEXTS ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BRUSH UP REVIEW (1-6 WEEKS)		100.00	100/WK TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPLETION OF HOURS		100.00	100/WK TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FRESHMAN CYCLE ONLY	4 WKS.	550.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADVANCED HAIR STYLING		90.00	90/DAY TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ESTHETIC PROGRAM	750 hrs.	2385.00	363.80 KITS/ TEXT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ESTHETIC BODY MASSAGE MODULE	113 hrs. 3 WKS.	600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY MODULE	120 hrs. 3 WKS.	625.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

LAST REVISION DATE: OCT/18/1991

LAST PRINT DATE: OCT/18/1991

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
MANICURE/PEDICURE MODULE	80 hrs. 2 WKS.	400.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
NAIL SCULPTURES 1 MODULE	35 hrs. 1 WKS.	225.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MANI./PEDI./SCULPTURES MODULE	115 hrs. 3 WKS.	625.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARY/ASSISTANT	625 hrs. 25 WKS.	3500.00	130.54 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMINISTRATIVE ASSISTANT	605 hrs. 22 WKS.	2500.00	304.95 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING	90 hrs. 6 WKS.	1000.00	117.70 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TYPING		200.00	200/MO TUITION 40 - 54 TEXT/ WKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL FOR EXACT DATES.

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: FRANK CAIRO/RITA WU
MARCY HETT

PHONE : (403) 424-4171

HOURS OF OPERATION:
8:00 AM - 6:00 PM

MAX STUDENTS: 125

MAILING ADDRESS:
10018 - 106 STREET
EDMONTON, ALBERTA
T5J 1G1

LOCATION:
10018 - 106 STREET
EDMONTON, ALBERTA
T5J 1G1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE OR BARBERING	1400 hrs. 37 WKS.	2530.00	KITS AND TEXTS 554.26 - BEAUTY 820.69 - BARBER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BARBERING	96 hrs. 2 WKS.	500.00	393.76 KITS/ TEXT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BEAUTICIAN/BARBER EXTENSION	560 hrs. 14 WKS.	1050.00	KITS AND TEXTS ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BRUSH UP REVIEW (1-6 WEEKS)	6 WKS.	100.00	100/WK TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPLETION OF HOURS		100.00	100/WK TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FRESHMAN CYCLE ONLY	4 WKS.	550.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADVANCED HAIR STYLING		90.00	90/DAY TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ESTHETIC PROGRAM	750 hrs.	2385.00	363.80 KITS/ TEXT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ESTHETIC BODY MASSAGE MODULE	113 hrs. 3 WKS.	600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY MODULE	120 hrs. 3 WKS.	625.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

LAST REVISION DATE: OCT/18/1991

LAST PRINT DATE: OCT/18/1991

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
MANICURE/PEDICURE MODULE	80 hrs. 2 WKS.	400.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
NAIL SCULPTURES 1 MODULE	35 hrs. 1 WKS.	225.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MANI./PEDI./SCULPTURES MODULE	115 hrs. 3 WKS.	625.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARY/ASSISTANT	625 hrs. 26 WKS.	3500.00	130.54 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMINISTRATIVE ASSISTANT	605 hrs. 22 WKS.	2500.00	304.95 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING	90 hrs. 6 WKS.	1000.00	117.70 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TYPING		200.00	200/NO TUITION 40 - 50 TEXT/ WKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FASHION MERCHANDISING	600 hrs. 24 WKS.	2850.00	300 MATERIALS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FASHION ILLUSTRATION & DESIGN	1120 hrs. 54 WKS.	6210.00	650 MATERIALS/ TEXTBOOK/SUPPLY 500-3000 FABRIC	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CHECK WITH SCHOOL FOR EXACT DATES.

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: MARILYN MELBOURNE

PHONE : (403) 342-1110

HOURS OF OPERATION:
8:00 AM - 6:00 PM

MAX STUDENTS: 145

MAILING ADDRESS:
5008 - 50 STREET
RED DEER, ALBERTA
T4N 1Y3

LOCATION:
5008 - 50 STREET
RED DEER, ALBERTA
T4N 1Y3

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE OR BARBERING	1400 hrs. 37 WKS.	2530.00	KITS & TEXTS 554.26 - BEAUTY 820.69 - BARBER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BARBERING	96 hrs. 2 WKS.	500.00	393.76 KITS/ TEXT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BEAUTICIAN OR BARBER EXTENSION	560 hrs. 14 WKS.	1050.00	KITS & TEXTS ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BRUSH UP REVIEW (1-6 WEEKS)	6 WKS.	100.00	100/WK TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
COMPLETION OF HOURS		100.00	100/WK TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FRESHMAN CYCLE ONLY	4 WKS.	550.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADVANCED HAIR STYLING		90.00	90/DAY TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ESTHETIC PROGRAM	750 hrs.	2385.00	363.80 KITS/ TEXT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ESTHETIC BODY MASSAGE MODULE	113 hrs. 3 WKS.	600.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY MODULE	120 hrs. 3 WKS.	625.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

LAST REVISION DATE: OCT/18/1991

LAST PRINT DATE: OCT/18/1991

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
MANICURE/PEDICURE MODULE	80 hrs. 2 WKS.	400.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
NAIL SCULPTURES 1 MODULE	35 hrs. 1 WKS.	225.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MANI./PEDI./SCULPTURES MODULE	115 hrs. 3 WKS.	625.00	KIT ADDITIONAL	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARY/ASSISTANT	625 hrs. 25 WKS.	3500.00	130.54 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMINISTRATIVE ASSISTANT	605 hrs. 22 WKS.	2500.00	304.95 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING	90 hrs. 6 WKS.	1000.00	117.70 TEXT/ WORKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
TYPING		200.00	200/MO TUITION 40 - 54 TEXT/ WKBOOK	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CHECK WITH SCHOOL FOR EXACT DATES.

NOTES: CONTACT APPRENTICESHIP & TRADE CERTIFICATION BRANCH, CAREER DEV. & EMPLOYMENT ON APPRENTICESHIP/JOURNEYMAN CERTIFICATION

CONTACT: Gail Insko

PHONE : (403) 527-6822

HOURS OF OPERATION:
8:30 am-5:00 pm, M-F

MAX STUDENTS: 35

MAILING ADDRESS:
#2, 641 - 4 Street, SE
Medicine Hat, Alberta
T1A 0L1

LOCATION:
#2, 641 - 4 Street, SE
Medicine Hat, Alberta
T1A 0L1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE PROGRAM	1400 hrs. 37 wks.	1530.00	400 Kit 70 Texts	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Continuous enrollment.

NOTES: Contact Apprenticeship & Trade Certification Branch, Career Dev. & Employment on apprenticeship/journeyman certification

CONTACT: CAROL RIGLER
IRENE LOGAN

PHONE : (403) 539-5090

HOURS OF OPERATION:

MAX STUDENTS: 15

MAILING ADDRESS:
3RD FLOOR 9804 100 AVENUE
GR. PRAIRIE, ALBERTA
T8V 0T8

LOCATION:
3RD FLOOR 9804 100 AVENUE
GR. PRAIRIE, ALBERTA
T8V 0T8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PERSONAL OFFICE SKILLS	255 hrs. 8 WKS.	2200.00	35 FOR BINDER	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: EVERY TWO MONTHS, AUGUST NO CLASSES

NOTES: SCHOOL ISSUES OWN CERTIFICATE

CONTACT: SANDY SCRIMGER
JAYNE E. MACK

PHONE : (416) 430-5200

HOURS OF OPERATION:

MAX STUDENTS:

MAILING ADDRESS:
300 WATER STREET
WHITBY, ONTARIO
L1N 9B6

LOCATION:
300 WATER STREET
WHITBY, ONTARIO
L1N 9B6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
CORRESPONDENCE COURSES		.00		CORRESPONDENCE PROGRAMS CONTACT SCHOOL	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA/CERTIFICATE.
CONTACT SCHOOL FOR COURSES AND TUITION FEES.

CONTACT: JOYCE RAIWET

PHONE : (403) 348-5385

HOURS OF OPERATION:

MAX STUDENTS: 15

MAILING ADDRESS:
BOX 37, 5035 - 49 STREET
CLYDE, ALBERTA
T0G 0P0

LOCATION:
BOX 37, 5035 - 49 STREET
CLYDE, ALBERTA
T0G 0P0

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
SWEDISH MASSAGE	28 WKS.	1290.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADVANCED MASSAGE	40 WKS.	1650.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: IRREGULAR.

NOTES: THEORY LESSONS ARE BY CORRESPONDENCE. PRACTICAL SESSIONS ARE ONE WEEKEND PER MONTH. SCHOOL ISSUES OWN DIPLOMA.

CONTACT: LEE MEIKLE

PHONE : (403) 471-6261

HOURS OF OPERATION:
1:15 PM - 6:15 PM
MONDAY - FRIDAY

MAX STUDENTS: 12

MAILING ADDRESS:
302 KINGSWAY GARDEN MALL
EDMONTON, ALBERTA
T5G 3A6

LOCATION:
302 KINGSWAY GARDEN MALL
EDMONTON, ALBERTA
T5G 3A6

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
WORD PROCESSING	208 hrs. 8 WKS.	2800.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BASIC WORD PROCESSING - 3 DAYS	1 WKS.	100.00	100/DAY TUITION	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MICROCOMPUTING	200 hrs. 8 WKS.	2800.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION).

INTAKE DATES: VARY, CONTACT SCHOOL FOR DETAILS.

NOTES: SCHOOL ISSUES OWN DIPLOMA/CERTIFICATE.

CONTACT: SCOTT DUTTON

PHONE : (403) 421-7455

HOURS OF OPERATION:
DAYS AND EVENING - VARIED

MAX STUDENTS: 9

MAILING ADDRESS:
MAIN FLOOR 10130 - 112 STREET
EDMONTON, ALBERTA
T5K 2K4

LOCATION:
MAIN FLOOR 10130 - 112 STREET
EDMONTON, ALBERTA
T5K 2K4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
WORD PROCESSING	25 hrs. 1 WKS.	500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
WORD PROCESSING (EXTENDED)	113 hrs. 4 WKS.	1500.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: VARY.

NOTES: SCHOOLS ISSUES OWN DIPLOMA.

CONTACT: FRANK SANBORN

PHONE : (403) 228-3612
(403) 228-6307

HOURS OF OPERATION:
9 AM - 5 PM, MON-FRI

MAX STUDENTS: 18

MAILING ADDRESS:
#115, 519 - 17 AVENUE, SW
CALGARY, ALBERTA
T2S 0A9

LOCATION:
#115, 519 - 17 AVENUE, SW
CALGARY, ALBERTA
T2S 0A9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
RELAXATION/SWEDISH MASSAGE	72 hrs. 12 WKS.	695.00	50 BOOKS 35 OILS 25 UNIFORM	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
RELAXATION/SWED.MASSA.-CORRESP		700.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: JANUARY & FEBRUARY/APRIL & MAY/SEPTEMBER & OCTOBER.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: David Coules

PHONE : (403) 291-2385

HOURS OF OPERATION:

MAX STUDENTS:

MAILING ADDRESS:
Box 547, Station J
Calgary, Alberta
T2A 4X8

LOCATION:
#213, 2003 McKnight Blvd., NE
Calgary, Alberta
T2E 6L2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
MEDICAL RECEPTIONIST		745.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	A
GEN OFFICE & SMALL BUS BOOKKPG		695.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	A
DENTAL RECEPTIONIST		745.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Continuous.

NOTES: School issues own certificate.

CONTACT: DONALD TONSAKER

PHONE : (403) 225-3964

HOURS OF OPERATION:

MAX STUDENTS: 12

MAILING ADDRESS:
1400, 10655 SOUTHPORT ROAD, SW
CALGARY, ALBERTA
T2W 4Y1

LOCATION:
SE5-22-25-W4M
CARSELAND, ALBERTA
T0J 0N0

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
LOADER BACKHOE OPERATOR	320 hrs. 8 WKS.	5050.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES:

CONTACT: JACQUI PENROD

PHONE : (403) 527-3334

HOURS OF OPERATION:

MAX STUDENTS: 8

MAILING ADDRESS:
1001 MILL STREET, SE
MEDICINE HAT, ALBERTA
T1A 1Y2

LOCATION:
1001 MILL STREET, SE
MEDICINE HAT, ALBERTA
T1A 1Y2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
WORD PROCESSING	120 hrs. 5 WKS.	1200.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
AUTOMATED ACCOUNTING	120 hrs. 5 WKS.	1280.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: SCHOOL ISSUES OWN DIPLOMA

CONTACT: ORLIN MCMILLAN

PHONE : (430) 264-5269

HOURS OF OPERATION:

MAX STUDENTS: 45

MAILING ADDRESS:
302, 540 - 12 AVENUE, SW
CALGARY, ALBERTA
T2R 0H4

LOCATION:
302, 540 - 12 AVENUE, SW
CALGARY, ALBERTA
T2R 0H4

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
REAL ESTATE 1000	90 hrs. 3 WKS.	650.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
REAL ESTATE 2000	84 hrs. 20 WKS.	450.00	BOOKS 300	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES:

CONTACT: BARRY HANNA

PHONE : (403) 455-3522

HOURS OF OPERATION:

MAX STUDENTS: 40

MAILING ADDRESS:
602, 11010 - 142 STREET
EDMONTON, ALBERTA
T5N 2R1

LOCATION:
602, 11010 - 142 STREET
EDMONTON, ALBERTA
T5N 2R1

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
REAL ESTATE 1000	90 hrs. 3 WKS.	650.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B
REAL ESTATE 2000	84 hrs. 20 WKS.	450.00	BOOKS 300	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL

NOTES: SCHOOL ISSUES OWN DIPLOMA

CONTACT: K. B. COLEMAN
C. H. REEVES

PHONE : (403) 875-3308

HOURS OF OPERATION:
9 AM - 5 PM, MON-FRI

MAX STUDENTS: 36

MAILING ADDRESS:
5116 - 48 STREET
P.O. BOX 51
LLOYDMINSTER, ALBERTA
S9V 0X9

LOCATION:
5116 - 48 STREET
P.O. BOX 51
LLOYDMINSTER, ALBERTA
S9V 0X9

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ACCOUNTING TECHNICIAN	52 WKS.	285.00	285/MO TUITION 365 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ACCOUNTING TECHNICIAN WITH MGT	60 WKS.	285.00	285/MO TUITION 365 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMINISTRATIVE SECRETARIAL	52 WKS.	285.00	285/MO TUITION 365 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARY-RECEPTIONIST	43 WKS.	285.00	285/MO TUITION 350 BOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARIAL	60 WKS.	285.00	285/MO TUITION 375 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: SEPTEMBER, OCTOBER, NOVEMBER, FEBRUARY AND APRIL

NOTES: DIPLOMA PRESENTED FROM THE NATIONAL ASSOCIATION OF CAREER COLLEGES

CONTACT: MRS. M.E. LAWRENCE

PHONE : (403) 346-3359

HOURS OF OPERATION:
9 AM - 5 PM, MON-FRI

MAX STUDENTS: 180

MAILING ADDRESS:
101, 4915 - 54 STREET
RED DEER, ALBERTA
T4N 2G7

LOCATION:
101, 4915 - 54 STREET
RED DEER, ALBERTA
T4N 2G7

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
COMPUTER ACCOUNTING TECHNICIAN	48 WKS.	275.00	275/MO. TUITION 375 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
OFFICE ASSISTANT	48 WKS.	275.00	275/MO. TUITION 320 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
SECRETARY	48 WKS.	275.00	275/MO. TUITION 320 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ADMINISTRATIVE SECRETARY	52 WKS.	275.00	275/MO. TUITION 375 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MEDICAL SECRETARY	60 WKS.	275.00	275/MO. TUITION 475 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
LEGAL SECRETARY	60 WKS.	275.00	275/MO. TUITION 475 TEXTBOOKS	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: FIRST SCHOOL DAY OF EACH MONTH, EXCEPT JULY & DECEMBER.

NOTES: DIPLOMA PRESENTED FROM THE NATIONAL ASSOCIATION OF CAREER COLLEGES.

CONTACT: STEVE MUNDAY

PHONE : (604) 681-5456

HOURS OF OPERATION:

MAX STUDENTS:

MAILING ADDRESS:
920, 789 WEST PENDER STREET
VANCOUVER, BC
V6C 1H2

LOCATION:
920, 789 WEST PENDER STREET
VANCOUVER, BC
V6C 1H2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
CERTIFIED RESIDENT MANAGER		495.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES:

NOTES: CORRESPONDENCE SCHOOL.

CONTACT: RONI GOULET

PHONE : (403) 484-2211
(403) 473-1451

HOURS OF OPERATION:
9:00 AM - 10:00 PM

MAX STUDENTS: 8

MAILING ADDRESS:
16612 - 109 AVENUE
EDMONTON, ALBERTA
T5P 1C2

LOCATION:
16612 - 109 AVENUE
EDMONTON, ALBERTA
T5P 1C2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
COMPUTER TRAINING PROGRAM	180 hrs. 6 WKS.	2640.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: ONGOING. CONTACT SCHOOL.

NOTES: SCHOOL ISSUES OWN CERTIFICATE.

CONTACT: John Grady

PHONE : (604) 873-3252

HOURS OF OPERATION:

MAX STUDENTS:

MAILING ADDRESS:
Suite 280, 167 West 2nd Avenue
Vancouver, B. C.
V5Y 1B8

LOCATION:
Suite 280, 167 West 2nd Avenue
Vancouver, B. C.
V5Y 1B8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
SECURITY BASICS CORRESPONDENCE		100.00		CORRESPONDENCE PROGRAM CONTACT SCHOOL	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Continuous.

NOTES: School issues own diploma/certificate.

LAST REVISION DATE: NOV/06/1990

LAST PRINT DATE: NOV/06/1990

CONTACT: Sultana Jan

PHONE : (403) 342-5525

HOURS OF OPERATION:
8 am - 2 pm, Mon-Thu
8 am - 4 pm, Fri.

MAX STUDENTS: 8

MAILING ADDRESS:
2nd Floor, 4713 - 50 Avenue
Red Deer, Alberta
T4N 4A2

LOCATION:
2nd Floor, 4713 - 50 Avenue
Red Deer, Alberta
T4N 4A2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ESTHETICS	17 wks.	2100.00	100 Supplies 50 Textbook	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Variable.

NOTES: School issues own diploma.

CONTACT: Mildred Trafford

PHONE : (403) 791-6590

HOURS OF OPERATION:
9 am - 5 pm, Mon-Fri

MAX STUDENTS: 10

MAILING ADDRESS:
37 Ells Crescent
Fort McMurray, Alberta
T9H 1N4

LOCATION:
202-C 8706 Franklin Avenue
Fort McMurray, Alberta
T9H 3K8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BEAUTY CULTURE PROGRAM	1400 hrs.	2225.00	265 Kit 70 Books 50 Registration	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: September, January, May.

NOTES: Contact Apprenticeship & Trade Certification Branch, Career Dev. & Employment on apprenticeship/journeyman certification

CONTACT: Lou Nixey

PHONE : (403) 962-4805

HOURS OF OPERATION:
8:30 am-5:30 pm, M-F

MAX STUDENTS: 11

MAILING ADDRESS:
11 Beechmont Avenue
Spruce Grove, Alberta
T7X 1E6

LOCATION:
10133 - 82 Avenue
Edmonton, Alberta
T6E 1Z5

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
PROF. DIVE STORE INSTRUCTOR	550 hrs. 12 wks.	4875.00	214.20 Supplies 633.85 Manuals	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: Standard (See Introduction)

INTAKE DATES: Contact school.

NOTES: School issues own diploma/certificate.

CONTACT: LARRY GRAHAM
WAYNE ORSTEN

PHONE : (403) 250-1130

HOURS OF OPERATION:

MAX STUDENTS: 25

MAILING ADDRESS:
5, 2003 MCKNIGHT BLVD., NE
CALGARY, ALBERTA
T2E 6L2

LOCATION:
5, 2003 MCKNIGHT BLVD., NE
CALGARY, ALBERTA
T2E 6L2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
AUCTIONEERING	100 hrs. 2 WKS.	2000.00		SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: WILLIAM TESLUCK

PHONE : (403) 291-5359

HOURS OF OPERATION:

MAX STUDENTS: 12

MAILING ADDRESS:
BAY 11, 4101 - 19 STREET, NE
CALGARY, ALBERTA
T2E 6X8

LOCATION:
BAY 11, 4101 - 19 STREET, NE
CALGARY, ALBERTA
T2E 6X8

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
BASIC FLORAL DESIGN PRODUCTION	105 hrs.	1461.50	133.50 BOOKS & SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
BASIC FLORAL MANAGEMENT	35 hrs.	351.50	133.50 BOOKS & SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	B

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: CONTACT SCHOOL.

NOTES: SCHOOL ISSUES OWN DIPLOMA.

CONTACT: BELINDA LAM

PHONE : (403) 266-5900

HOURS OF OPERATION:
9 AM - 4 PM M-F
5:30 - 9:30 M-F

MAX STUDENTS: 25

MAILING ADDRESS:
500, 1011 - 1ST STREET, SW
CALGARY, ALBERTA
T2R 1J2

LOCATION:
500, 1011 - 1ST STREET, SW
CALGARY, ALBERTA
T2R 1J2

PROGRAM	LENGTH	TUITION ($)	EXTRA CHARGES($)	ADMISSION PREREQUISITES	LICENCE CLASS
ESTHETICS	22 WKS.	3350.00	$200 KIT	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
NAIL TECHNICIAN MODULE (EVE)	80 hrs. 5 WKS.	500.00	25 KIT/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
FACIAL/BODY TREATMENT MOD(EVE)	192 hrs. 12 WKS.	1000.00	25 KIT/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
MAKE-UP ARTISTRY MODULE (EVE)	128 hrs. 8 WKS.	800.00	25 KIT/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
ELECTROLYSIS MODULE (EVE)	208 hrs. 13 WKS.	1000.00	25 KIT/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A
EVENING MODULES INCLUSIVE		3425.00	25 KIT/SUPPLIES	SEE ADMISSIONS REQUIREMENTS IN PART ONE	A

REFUND POLICY: STANDARD (SEE INTRODUCTION)

INTAKE DATES: 1ST MONDAY OF EVERY MONTH.

NOTES: SCHOOL ISSUES OWN DIPLOMA.